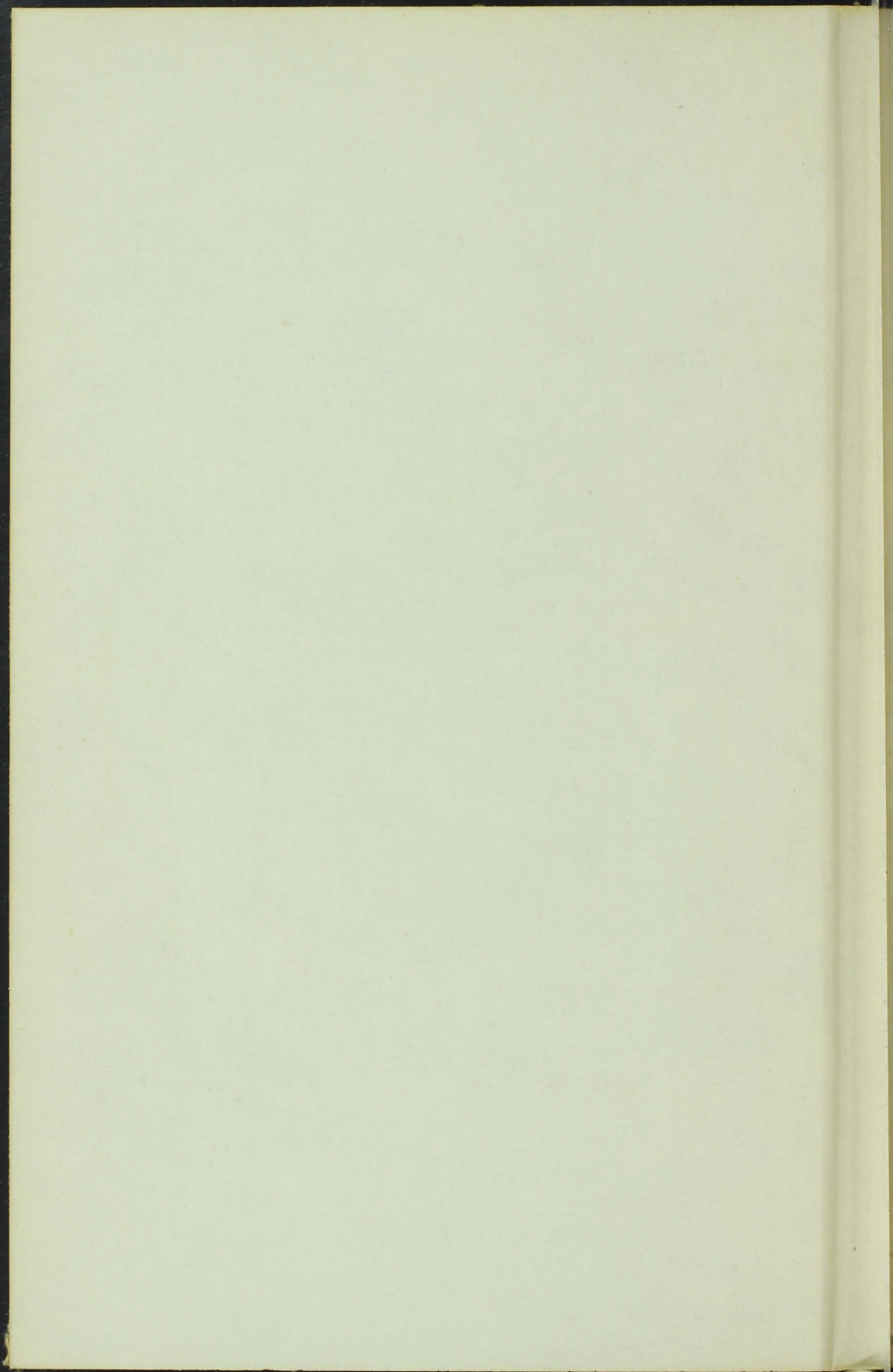


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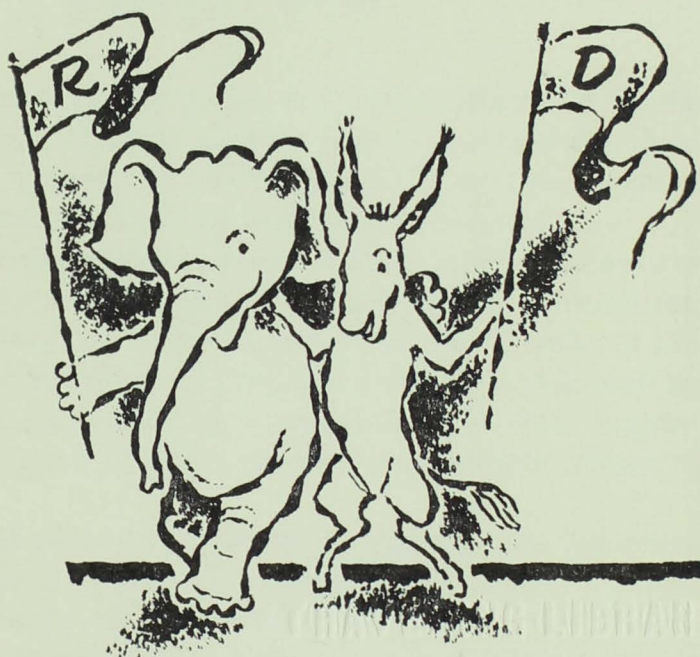
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Voting in Iowa

by George B. Mather
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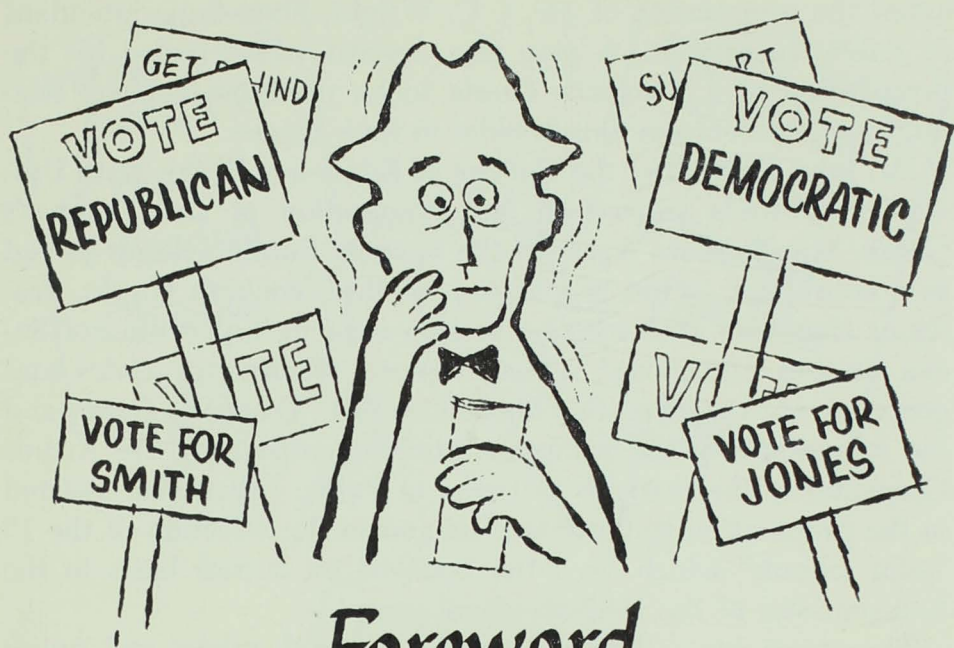
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Foreword

THIS BOOKLET originally was prepared by the Institute of Public Affairs of the State University of Iowa at the request of the Honorable Melvin D. Synhorst, Iowa Secretary of State. It is designed to meet several real needs for the information it contains.

Before every election the Secretary of State is asked to answer countless inquiries about every phase of election procedures. Candidates, students and teachers, and people in all walks of life want to know how elections are conducted and how they may be effective citizens. Answering their questions is a chief responsibility of the Secretary of State, the principal election officer of Iowa.

We wish to acknowledge the assistance given by the Secretary of State and members of his staff in bringing this work to fruition.

Many persons have reviewed this work and offered helpful suggestions and encouragement. The chairmen of both of Iowa's legally recognized political parties have commended the work as non-partisan and accurate in describing the role of the parties in the processes of elections and citizenship. An Assistant Attorney General of Iowa has carefully read the book and his comments are most gratefully acknowledged.

When the booklet had been written it became obvious that it might have a considerable value as a supplementary text in high school and junior high school courses in civics and government. In order to assure its maximum usefulness in this regard, we

asked the cooperation of Mr. J. C. Wright, State Superintendent of Public Instruction. A plan was devised which called for the preparation of a *Teacher's Guide* to be used by teachers who might wish to employ this booklet in their classes.

Dr. John Haefner of the College of Education of the State University of Iowa supervised the preparation of the *Teacher's Guide*. Miss Barbara Avery of the Spencer Public Schools served as a consultant in the preparation of the *Teacher's Guide*. Professor Haefner's 1955 summer session class in Supervision of Social Studies (composed of experienced teachers of civics and government) reviewed this booklet and the *Teacher's Guide* and the suggestions of the group have been incorporated. Dr. Arthur Carpenter of the State Department of Public Instruction assisted in the preparation of the materials and in the selection of the 15 "pilot schools" which used the booklets on a trial basis in the first semester of the 1955-56 school year.

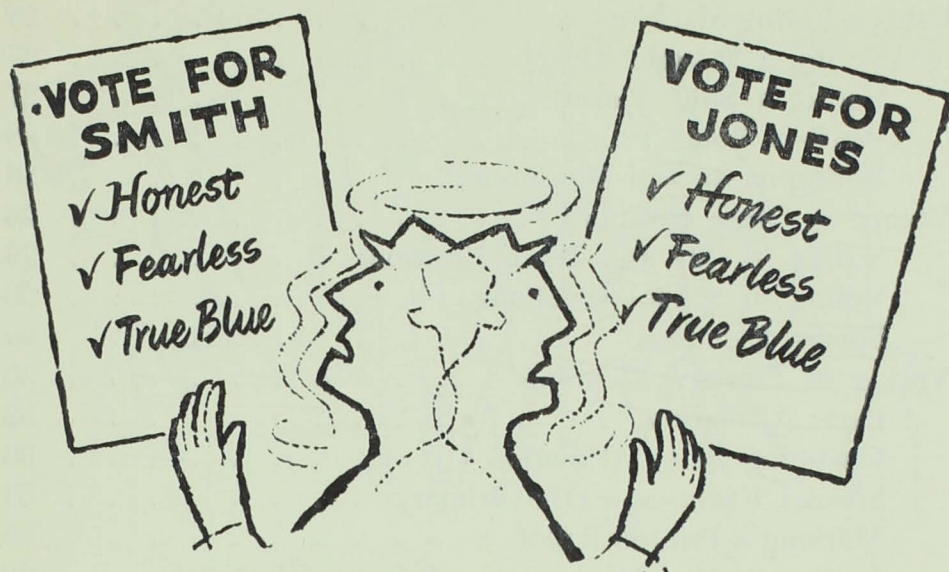
The comments and suggestions of the high school and junior high school teachers who participated in this pilot study were most helpful in revising *Voting in Iowa* and the *Teacher's Guide* into their present form. We are most grateful to these teachers, and to the administrators of their schools, for their cooperation.

Copies of *Voting in Iowa* and its companion *Teacher's Guide* are available through the Institute of Public Affairs.

It is our hope that this booklet will serve as a useful guide to the citizens of Iowa—a guide to effective citizenship. We hope that it will provide a simple means of answering questions asked of election officials; that it will be of value to Iowa's new voters who achieve the right of franchise and citizenship through naturalization; that it will serve as a worthwhile aid to students and teachers of civics and government, and, above all, that it will help to provide a broad understanding of the political processes which are the safeguards of freedom.

ROBERT F. RAY, *Director*
Institute of Public Affairs
State University of Iowa

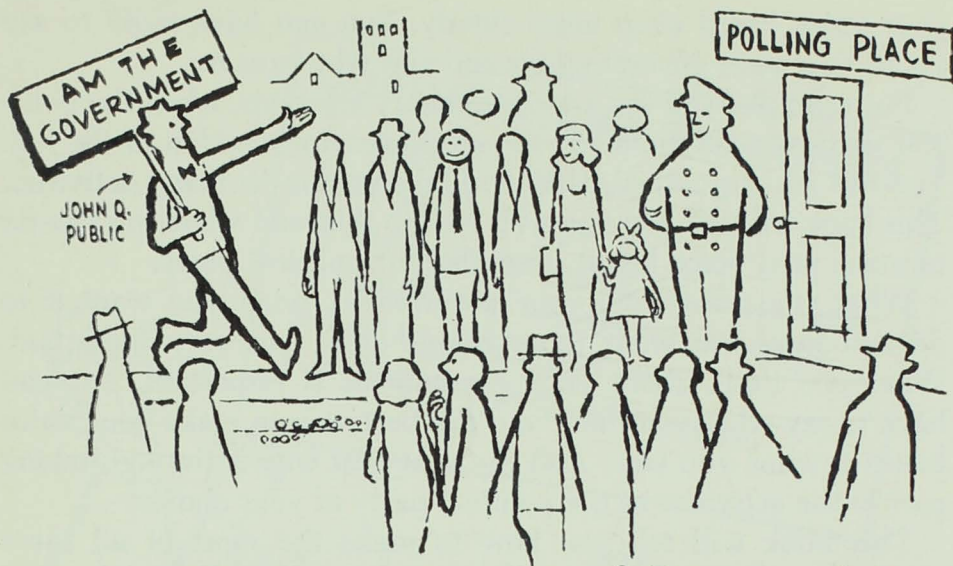
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February, 1956



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The Opportunities of Citizenship

VOTING IS A RIGHT you have as a citizen of the United States, of the state of Iowa, of your county, township, school district, city or town. Voting is a right and a duty, but it's more than that: it's an opportunity.

When you vote you have a chance to pick the men who will run your government. And you have a chance to say how the government should be run, what it should do for you and what you don't want it to do.

Because votes are so important, we have to be careful with them. We have to make sure that nobody votes who doesn't have the right to vote. We have to see that nobody votes more than once. We have to watch that each vote is counted the way the voter wants it counted.

Our election laws have been set up to protect the voters and their votes. You have to follow these laws carefully because these laws protect your vote. The laws make sure that your vote is just as important as any other vote—no more and no less. They make sure that no one will ever find out how you voted. And they make sure your vote is counted just the way you want it counted.

By studying this book you will come to understand these laws and how they work. You'll find that it's easy to follow our voting laws, once you understand them.

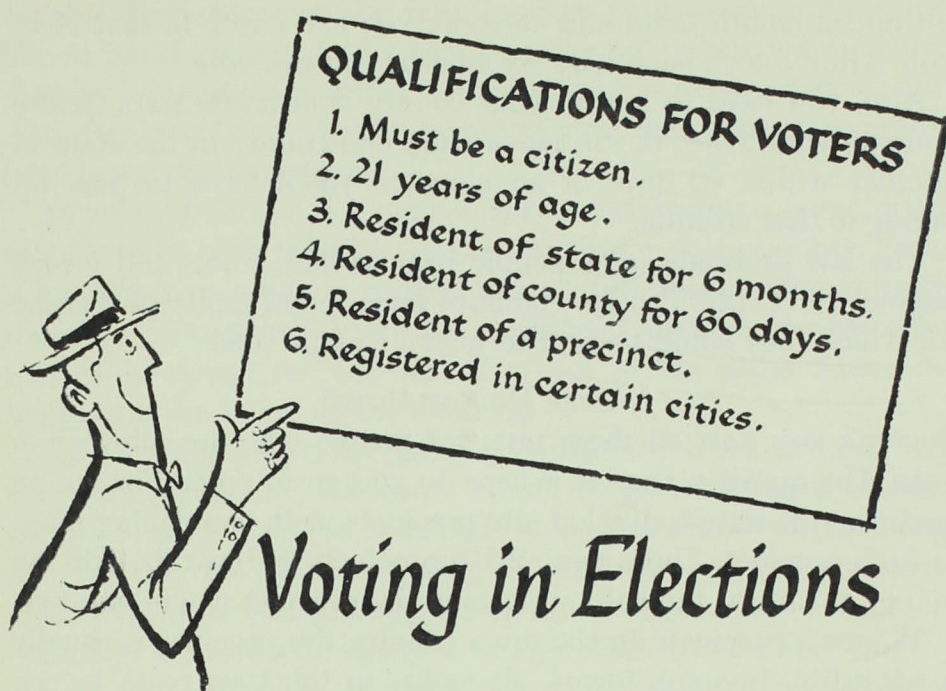
Voting is just one of the many opportunities you have as a citizen. If you want to take the time and effort, you can make

your voice heard even more clearly. You can have more to say about how your government is run and who runs it.

For example, you can vote in primary elections, when the political parties name the men who are to run for election in the fall. You can join a political party and take part in its many activities. This book will tell you how you can do this, and what you can do to make your voice heard through your political party.

What you want from your government, what you want it to do and how you want those things done, are very important. What you think about your government is important, but you have to say what you think and the best way to make your voice heard is when you vote. And the next best way is through taking part in the activities of the political party of your choice.

This book will tell you how to make the most of all these chances to make your voice heard. You can be an effective citizen; you can have a strong voice in your government. But it takes time and effort on your part. It's up to you, because you can be an important part of your government—if you want to be.



QUALIFICATIONS FOR VOTERS

1. Must be a citizen.
2. 21 years of age.
3. Resident of state for 6 months.
4. Resident of county for 60 days.
5. Resident of a precinct.
6. Registered in certain cities.

Voting in Elections

WHO CAN BE A VOTER?

NOT EVERYONE can be a voter. The constitutions of the United States and the state of Iowa spell out who can be a voter. Let's look at what our state constitution says about this:

Every citizen of the United States, of the age of twenty one years, who shall have been a resident of this State six months next preceding the election, and of the County in which he claims his vote sixty days, shall be entitled to vote at all elections which are now or hereafter may be authorized by law.

Now let's take this statement apart and see what tests you have to pass to vote in Iowa.

First of all, you have to be a citizen of the United States. Well, what makes a citizen? The U. S. constitution says that all persons who are born or naturalized in this country are citizens. This means that if you were born in a foreign country, you can become a citizen of the U. S. by going through a legal process called naturalization.

Then you must be 21 years old before you can vote. After you've passed your twenty-first birthday, you can vote. That is, after you've passed a few more tests.

You have to live in Iowa at least six months before you can vote in this state. If you move to Iowa and make your home here

within six month before an election, you can't vote in that election. After you've been here six months you can vote.

Also, you have to live in your county at least 60 days before you can vote there. If you move from one county in the state to another within 60 days of an election, you'll have to pass up voting in that election.

The law prohibits some people from voting. Idiots and insane persons can't vote. People who have been found guilty of a crime for which they could be sent to prison cannot vote.

WHERE DO YOU VOTE?

SUPPOSE YOU PASS all these tests for people who are allowed to vote. The question then is, where do you go to vote? For voting purposes the state is divided into precincts, with one polling place in each precinct. There were 2,515 precincts in Iowa in 1956. So you go to vote at the polling place in the precinct where you live.

What's a precinct? In the open country the precinct is usually a township. In some towns, all voters in the town vote in one place; the town is a precinct. In larger places, precincts may be wards or parts of wards of a city.

This gives us another test you have to pass before you can vote: you have to be a resident of a precinct. Which precinct do you live in? You have to vote in the precinct where you live; you can't vote anywhere else.

For most people there isn't any question about which precinct they live in; it's the precinct where their home is. That sounds simple, and it is—for most people. But for some people deciding where their home is—and which precinct they should vote in—can be quite a problem.

Now we're going to talk about some of the special cases of people who have a hard time deciding where their residence is—where they should vote. If there is no question about where you should vote, you might just as well skip this section. Turn to page 12, the section on what happens when you move just before an election.

Special Cases

People away from home on business—Suppose a man moves around a lot because of his business; suppose he is outside the state for months or even years at a time. Can he still vote in Iowa? The answer is yes. As long as he calls some place in Iowa his home, as long as he plans to return to that place, that's his home, his legal residence for voting purposes.

Some people don't have a permanent home like most folks.

Maybe it's because of the business they're in; maybe they just like to travel around. And what about young, unmarried men and women who haven't settled down? Can these folks vote at all? And if so, just where do they vote? In some cases these are pretty hard questions to answer.

As we said before, if a person calls a certain place home, if he intends to go back there to live, he can vote in that precinct. Even if he lives for a while in another part of the state or even outside the state, he can vote where his permanent home is, the place he intends to return to. And he can't vote in the place where he happens to be living at the moment.

But suppose you don't have a permanent home. You've left your parents' home; you don't intend to go back there to live; you're on your own. In that case you vote where you're living and working for the time being, even though you don't plan to make that place your lifelong home.

College students—If you're a college student, you may have a special problem when it comes to voting. In most cases college students are considered residents of their home towns and not of the town where the school is located. However, there might be cases where students would be allowed to vote in the college town.

Most college students don't plan to live in the town where the school is after they have finished school. In a sense their home is still with their parents. Such a student, if he is over 21, could vote in the precinct where his parents' home is.

But suppose a student has left his home town for good; he is supporting himself; maybe he is married and is supporting a family as well. He doesn't know where he will go when he finishes school but he doesn't plan to go back to his home town. Shouldn't he be allowed to vote in the place where he is going to school?

This is a question that would have to be answered by the election officials of the town or city where the school is located. They might decide he should vote there.

School teachers—On the other hand, school teachers usually should vote in the place where they are teaching school. Even though they may not intend to make their homes there for the rest of their lives, they are residents of the place where they are teaching.

Soldiers and sailors—And what about men and women serving in the country's armed forces? If they were residents of Iowa before they joined the army or navy, they can vote in Iowa. In fact,

our state legislature has passed special laws that make it easier for Iowans in the armed forces to vote by special absent voters' ballots.

But members of the armed forces whose homes are in other states cannot vote in Iowa even though they happen to be stationed here. Such persons could vote in Iowa if they set up a home off the military post and could show they planned to make that their permanent home.

Other cases—There are a few other groups of people who have trouble deciding where their home is and where they should vote. For example, older folks who live at the county home or poor farm may vote in the township where the home is. That is, if they have made the county home their permanent residence.

On the other hand, people who make their homes at a private rest home or similar place are not considered residents of that county.

People who are in the state hospital for epileptics at Woodward cannot vote in Woodward but can vote absent voters' ballots in their home counties.

And of course people who are in jail do not become residents of the precinct where the jail is located; they cannot vote in that precinct.

This whole business of where you should vote all depends on your plans and intentions. If you say a place is your home, that's where you should vote. The important thing is that you can vote only once; you can vote only in one place. And you must have lived in the state six months and in your county 60 days.

Whether or not you are a legal resident of a particular precinct depends on the facts and your intentions. If you are willing to swear that you are a resident in good faith of that precinct, probably that will be good enough for the election officials.

What Happens When You Move Just Before an Election?

As we said before, if you move into Iowa within six months of an election day, you can't vote in that election. And if you move from one county to another in the state less than 60 days before the election, you can't vote in either county.

But suppose you move from one precinct to another in the same county? In that case you should vote in your new precinct—unless it happens to be in one of the places where voters have to register. We're going to talk about that in just a minute.

But if voters don't have to register in your new precinct, you can vote there. Probably it would be a good idea to get acquaint-

ed with your neighbors right away; then go to the polls with them so that they can vouch for you. If there is someone who can tell the election officials that you really are a resident of the precinct, probably you won't have any trouble.

The election officials might ask you some questions about your right to vote. They may ask you to take an oath that you meet all the tests of legal voters in this state.

You don't have to live in your new precinct any certain length of time before you can vote there. But you have to be a resident in good faith of that precinct. And of course you can't vote in more than one place; that's against the law and you can be fined or put in jail if you break the law.

This applies to all elections except city and town elections and school elections. For these local elections you have to live in the precinct at least 10 days before the election or you can't vote. And it doesn't apply to people in places where voters have to register.

DO YOU HAVE TO REGISTER TO VOTE?

IN SOME PLACES in Iowa, all voters have to be registered before they can vote in any election. If you live in one of these places, you will have to register to vote.

All cities in the state over 10,000 population have voter registration. Cities over 4,000 population can set up registration if the city council votes to do so. Also, townships with populations over 1,500 may have registration of voters if their county board of supervisors sets it up.

In cities where voters have to register, the city clerk's office is in charge of registering voters. Voters in townships where registration is in effect go to the county auditor's office to register.

Two registration plans are used in Iowa: "permanent" registration and "temporary" or "ordinary" registration. Most places use the "permanent" system.

These registration plans have been set up to prevent fraud in elections. With these registration records the election officials can keep track of voters. They know who is legally qualified to vote; they can make sure that each voter votes only once. And they can stop people from voting who do not pass the legal tests for voters that we've been talking about.

If you can pass these legal tests it is easy and simple for you to be a registered voter. All you have to do is give the election officials a few facts about yourself: how long you've lived in the state and in the county; your address; your age, and so on.

These registration plans do not limit your right to vote; they are simply a set of records that election officials keep to make sure only qualified voters vote in our elections.

"PERMANENT" REGISTRATION

THE REGISTRATION PLAN used in some Iowa cities is called permanent registration because once you are registered, you don't have to register again. That is, as long as you vote at least once every four years. And of course you have to change your registration whenever you move.

In 1955 permanent registration was in effect in these Iowa cities:

| | | |
|----------------|--------------|------------|
| Ames | Davenport | Mason City |
| Boone | Des Moines | Muscatine |
| Burlington | Dubuque | Newton |
| Cedar Falls | Fort Dodge | Oelwein |
| Cedar Rapids | Fort Madison | Oskaloosa |
| Charles City | Iowa City | Ottumwa |
| Clinton | Keokuk | Sioux City |
| Council Bluffs | Marshalltown | Waterloo |

If you live in one of these cities, here's how your registration plan works:

The city clerk's office is in charge of registering voters. You go there to register. Also, if you have any questions about registration, call the city clerk's office. Sometimes special registration places are set up in different parts of the city to make it easier for voters to register.

If you go to the city clerk's office, you can register at any time of the year except for the nine days just before any election. The city clerk needs these nine days to get the records in shape for use on election day.

Remember, you have up to nine days before the election to register. If you're going to be 21 before election day, you can register for that election even though you aren't 21 at the time you register.

When you go to register, one of the people in the city clerk's office will fill out two registration cards for you. This will take just a few minutes. You have to sign both of the cards. When you go to vote the election officials check your signature against the signature on your registration card before they will give you a ballot or let you use the voting machine.

Women voters have to remember to fill out new registration

cards if they change their names because of marriage or divorce.

And all voters have to change their registration whenever they move. Except for these instances, you don't have to register again as long as you vote at least once every four years.

You can change the address on your registration either in person or by mail. If it's not handy for you to stop at the city clerk's office, you can ask for a removal notice by mail. This notice is just a little card on which you give your old address and new address; then you sign the card and mail it or hand it back.

Disabled or Absent Voters

People who can't go to the city clerk's office in person to register can still register and vote. This applies to people who are sick or disabled or who will be out of town until after the election.

In such cases these people can apply in writing to the city clerk for absent voters' registration forms. The voter has to fill out two copies of these forms before a notary public. Both cards must be returned to the clerk's office at least nine days before the election.

If the cards are filled out correctly and if the person passes all the tests for qualified voters, he can vote in the election. If he can't get to the polls on election day, he can vote an absent voter's ballot; we'll talk about how you do that on page 37.

Voters in the armed forces and certain other people whose homes are in cities where voters have to register do not have to register if they vote the special servicemen's ballots. For these voters, the special envelope they use for their ballot takes the place of registration cards.

Checkup Notices

From time to time the city clerk will send out postal cards to voters who are registered. These cards are used to check up on voters who may have missed voting in a couple of elections. To keep the records in order, the clerk has to know whether these people have changed their address or moved out of town.

If you ever get one of these cards in the mail, you should take care of it right away. If your name and address is the same as given on the card, there's nothing for you to worry about. But if your name or address has been changed, you should go to the city clerk's office right away and change your registration. If you don't, you may have to register all over again before you can vote in the next election.

When You Move Just Before Election Day

Let's suppose you move *before* the 10 days just before an elec-

tion. In that case you have to change your registration and you will vote in your new precinct. Of course if you've moved to the city from out of town you have to make a full registration.

Remember that you must have lived in the state six months and in the county 60 days before you can vote. If you will have met these requirements by election day, you can register even though you don't meet those tests on the day you register.

But let's suppose you move into the city from someplace else in the county *within nine days* of the election. In that case you can't vote in that election. You have to be registered before you can vote, and you can't register within nine days of any election.

Now suppose you move from one precinct in the city to another *within 10 days* of the election. You can't change your registration that close to election day. So the law says you should vote in your old precinct, where you are already registered. But remember to change your registration before the next election.

"ORDINARY" REGISTRATION

IN 1955 CENTERVILLE was the only place in Iowa that used another kind of registration plan—the temporary or ordinary registration plan.

This plan is different from the permanent plan in several important ways. For example, voters can register only on certain days before an election. Also new registry books are drawn up every four years and every voter has to register all over again.

If you live in a place that uses this plan, you should stop in the city clerk's office or the county auditor's office and find out how this plan works.

VOTING IN A GENERAL ELECTION

WE HAVE A GENERAL ELECTION in Iowa every two years. These elections are held in November in the even-numbered years. The date of the general election is the first Tuesday after the first Monday in November.

At general elections we elect United States senators; representatives in the U. S. congress; a governor, lieutenant governor and other state officials; members of the state legislature; judges of the district courts; county officers, and township officers.

And every four years we vote for candidates for president and vice president of the United States. Sometimes, at general elections, we vote on amendments to the state constitution or other special matters.

The general election is our most important election; that's when we elect the men and women who will run our government.

What happens at a general election? What happens when you go to the polls to express your choice about who is going to run our government?

Let's suppose it's election day and you're going to vote. You've met all the tests to be a legally qualified voter in this state. If you live in one of the places where voters have to register, you've taken care of that important step. In these places the polls open at seven in the morning and close at eight at night. In all other places in the state you have from 8 a.m. until 8 p.m. to cast your vote.

If you don't have time to get to the polls because of your job, you can ask your boss for time off from work to vote. Under the law, you are entitled to three consecutive hours during the time the polls are open in which to vote.

Suppose you work from eight in the morning until six at night. Besides that, it takes you an hour to get from your home to the place where you work. In your precinct the polls open at seven in the morning and close at eight at night. It would be almost impossible for you to get to the polls in time to vote. So you ask your boss for time off.

Maybe you could come to work at ten instead of eight in the morning, or leave work at five instead of six in the evening. Either way, you would have your three full hours in which to vote. Your boss would say which time you should take off. And you get this time off with pay.

But you have to ask for this time off by yourself and in writing at least the day before the election. This time-off-to-vote applies only for general elections.

If you don't know where you go to vote, you can call the county auditor's office or the city clerk's office.

Now you're inside the polling place. You'll notice that there are sample ballots and "cards of instructions" posted around the room. If you have any questions about voting, don't be bashful; ask the election officials.

The first thing you do is tell the election officials your name and address. You may be asked to sign a slip of paper or write your name in a poll book.

At this point your right to vote may be questioned. One of the election judges or another voter may say that he doesn't think you're qualified to vote. The judge may ask you some questions: such things as how long you've lived in the precinct, county or state, how old you are, and so on.

If your answers don't convince them that you are a legally

qualified voter, you should ask to take the voter's oath. One of the judges will give you this oath. Here's the oath you may be asked to take:

You do solemnly swear that you are a citizen of the United States, that you are a resident in good faith of this precinct, that you are twenty-one years of age as you verily believe, that you have been a resident of this county sixty days, and of this state six months next preceding this election, and that you have not voted at this election.

If you take this oath, the election judges will let you vote.

Here's something that might happen to you if you live in one of the places where you have to be registered before you can vote: the judges may say that you are not registered, although you feel sure that you are properly registered. If this happens you should ask to take the oath. It's possible that the registration records could have gotten mixed up. Perhaps your registration card was sent to the wrong precinct.

If this happens to you and if you feel sure that you are properly registered, you should insist on your rights. Probably the election officials will check with the city clerk's registration office. You may have to go to the office in person.

But if you insist that you are registered and demand to be given the oath and allowed to vote, the election officials should give you the oath and let you vote.

In registration precincts the election clerks compare your signature on the certificate you sign with your signature on your registration card. If the signatures match, they will give you a ballot or let you use one of the voting machines.

In other precincts, where you don't have to be registered, your name is recorded in a poll book before you are allowed to vote.

If you don't understand how to mark your ballot or use the voting machine, ask the election officials to explain these things to you.

MARKING A PRINTED BALLOT

NOW LET'S SUPPOSE printed ballots are used in your precinct, rather than voting machines. In this case one of the judges will put his initials on the back of the ballot and give it to you. If the judge forgets to initial your ballot, don't worry about it; they will still count your ballot.

Besides the big ballot, which has all the candidates' names on

it, you may be given one or more smaller ballots. These separate ballots are for you to vote on amendments to our state constitution, bond issues and other special matters. You have to mark and fold these ballots separately.

Let's take a look at a sample general election ballot: You'll notice that across the top are printed the names of the political parties and other groups; in front of each name is a large circle.

Then under each party name are listed the names of the men or women who are candidates for each office. In front of each of these names is a small square.

Down the right hand side of the ballot is a column of blank lines with squares in front of each; at the top of this column the word "Independent" is printed. In case the name of a person you want to vote for is not printed on the ballot, you use the blank under the name of the office in this column to write in that person's name.

When you've been given your ballots, you must go into one of the little booths to mark them. If people are in all the booths, you'll have to wait until a booth is empty. Don't mark your ballot outside the booth!

Once you're inside the booth, be sure the curtain is closed behind you. No one should be able to see how you mark your ballot.

The Voting Mark Is an "X"

Be neat and careful in marking your ballot. Take your time so that you can do a neat job; the law allows you five minutes to mark your ballot. Make sure you are marking the right space before you make any marks. Try not to make mistakes; be careful so you won't have to erase.

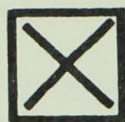
Be sure to mark your ballot with "X" 's; don't use any other mark. And be sure you get the "X" in the square or circle, not outside it or partly outside and partly inside. Your ballot may not be counted if you're not neat and careful.

You are supposed to use the pencils in the booth for marking your ballot. You don't have to use these pencils if you don't want to; you can use a pencil or pen of your own.

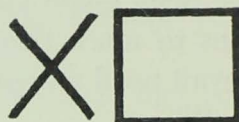
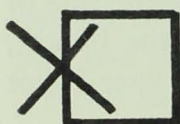
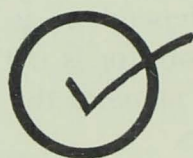
Should you make a mistake, you can erase it, but do it neatly. If you don't have a good eraser or if you make a messy job of erasing, go out and ask the judges for another ballot.

You must be neat and careful in marking your ballot; if you're not, your ballot may not be counted at all or it may not be counted the way you intended.

MARK YOUR BALLOT PROPERLY!



Mark with X's in the circle or squares.



These marks won't count

Here are some things NOT to do when you're marking your ballot:

- Don't use check marks or any other marks but "X" 's;
- Don't put the "X" 's anywhere but inside the circle or squares;
- Don't block out a square or circle; just mark one clear "X";
- Don't write your name on your ballot;
- Don't put a number or any other marks on your ballot.

If you mess up your ballot or make mistakes in marking, the best thing to do is to ask for another ballot. The judges will give you a new ballot and throw away the one you spoiled. This way you can make sure your ballot is marked correctly so that it will be counted—and counted the way you want it counted.

Maybe it seems that the law is mighty particular about how you mark your ballot. There's a very good reason for this, though: the idea is to protect the secrecy of your ballot. No one should ever be able to look at any ballot and tell who voted it.

When the judges count the ballots and find one with marks on it that could be used to tell who voted that particular ballot, they throw that ballot out and don't count it. There should be no way for anyone to single out any ballot from all the other ballots.

So it's for your protection to mark your ballot carefully.

After you've finished marking your ballot, fold it neatly with the blank side out. Then drop it in the ballot box. Perhaps one of the election judges will put your ballot in the box for you.

How to Vote a Straight Party Ticket

Now let's talk about how you express your choice from among all the parties and candidates on that big ballot. Remember that you can vote for only one person for each office, except where the ballot says to vote for more than one.

Suppose you want to vote for all the candidates of one party. To do that all you have to do is mark one "X" in the circle in front of the name of that party at the top of the ballot. That's all you have to do; the "X" in the party circle casts your vote for every candidate listed under it.

If you want to, you can put an "X" in every little square in front of every candidate's name in the party column. Or you can put an "X" in the circle and "X" 's in all the squares under the party name.

It really isn't necessary to mark any of the squares in this case. If you want to vote for all the candidates of one party, just put your "X" in the party circle.

But suppose you want to vote for some—but not all—of the candidates of one party. And you don't want to vote for any of the candidates of any other party. In that case don't mark the party circle; just put "X" 's in the squares in front of the names of the candidates you want to vote for.

Voting a Split Ballot

Suppose some of the people you want to vote for are listed under one party and some of them are listed in another party column. In other words, you want to vote for people who happen to be candidates of two or more different parties. There are two ways to mark your ballot in this case:

1. First mark the party circle of one of the parties under which some of the candidates you want to vote for are listed. Then go down the other party column and put "X" 's in the squares in front of the names of the candidates you want to vote for.

This way your vote is cast for every candidate where you put an "X" in front of his name. For the other offices on the ballot, your vote is cast for the candidates of the party whose circle you marked.

2. The second way to vote a split ballot is to leave the party circles alone; don't put an "X" in any of them. Instead, put marks

in the squares in front of the names of every candidate you want to vote for.

This is probably an easier way to keep track of whom you are voting for. And this way you can make sure that you are voting for only one person for each office.

Voting for Groups of Candidates

You'll notice that for some offices you are supposed to vote for more than one candidate. For example, justices of the state supreme court. There are nine judges on the court; each one serves for six years. So we elect three of them at every general election.

If you're voting a straight ticket, you have nothing to worry about; your vote is automatically cast for the candidates of your party. The "X" in the party circle takes care of everything.

But if you vote a split ticket you must be especially careful where your ballot says to "vote for two" or "vote for three." Suppose you can vote for three candidates for an office like justice of the supreme court; you want to vote for two candidates from one party and one candidate from another party. In that case you would have to put an "X" in the square in front of each candidate for whom you're voting. If you had marked one of the party circles that wouldn't count for judges of the supreme court.

Suppose you had marked one of the party circles and then you had crossed over to another party column and put an "X" in front of the name of one of that party's candidates for supreme court judge. You hadn't put "X" 's in any of the squares under the party circle you had marked. When the ballots are counted, the election officials could tell that you wanted your vote cast for the candidate where you put the "X" in front of his name; that would be clear. But what about the candidates of the first party, the party whose circle you had marked? There are three names listed under that party for supreme court judge; which two of the three did you intend to vote for?

You have already cast one of your three votes for a candidate on the other ticket; you have only two votes left for supreme court judge. But there are three names listed on the party ticket whose party circle you had marked.

The way election officials count ballots like this is to record the vote for the candidate where the voter put an "X" in the square in front of his name; they don't record any votes for any of the candidates for that office on any other ticket, even though the voter had placed an "X" in a party circle.

☒ REPUBLICAN

☐ DEMOCRATIC

For Judges of the
Supreme Court
(vote for three)

- ☐ Roger Smith
☐ Gerald Wright
☐ Arthur Kimmel

For Judges of the
Supreme Court
(vote for three)

- ☐ Tom Parsons
☒ Robert Gee
☐ Rodney Paul

Which other two candidates did you want
to vote for? The election judges can't tell,
so mark your ballot this way

(vote for three)

- ☒ Roger Smith
☒ Gerald Wright
☐ Arthur Kimmel

(vote for three)

- ☐ Tom Parsons
☒ Robert Gee
☐ Rodney Paul

This is the right way to vote for groups of
candidates when you are voting a split
ballot.

So if you want to vote for candidates of different parties when
you can vote for more than one, remember to put marks in the
squares in front of the names of the candidates you prefer.

Of course, when it says "vote for two" or "vote for three" on
your ballot, that doesn't mean that you *have* to vote for two or
three; you can vote for only one if you want to. When the ballot
reads "vote for two" it means "vote for one, or vote for two";
when the ballot says "vote for three" it means "vote for one, or
two, or three."

When you vote for only one candidate when you could have
voted for two or more for the same office, that's called a "bullet
ballot." Such ballots are counted in Iowa.

THESE VOTES WON'T COUNT

For County Attorney



For Sheriff



Homer T. Snodgrass

THIS ONE WILL

For Sheriff



Homer T. Snodgrass

Voting for Independent Candidates

Suppose you want to vote for somebody whose name isn't printed on the ballot. This person wasn't nominated by any political party or group; he isn't really a candidate. None the less, you can vote for such a person if you want to. That "independent" column is printed on the right hand side of the ballot for this purpose.

This is how you cast your vote for this person: In the "independent" column, under the name of the right office, you write the person's name; then you put an "X" in the square in front of that name.

That's very important: you have to write in the name and also put an "X" in the square. If you write in the name but forget to mark the square, the vote won't count.

Sometimes a political party fails to nominate a candidate for a particular office. For that office, there will be a blank space in that party column. You can write in the name of a candidate in this space if you want to; be sure to put an "X" in the square in front of the name after you've written it. Otherwise your vote for that office won't count.

Marking Special Ballots

Now what do you do with these smaller, separate ballots the election judge gave you? Be sure to read them carefully, so that

you know just what you're voting on. For each of these special propositions, there are two boxes marked "Yes" and "No." All you have to do is put your "X" in the box that expresses your choice.

Fold these ballots separately from your big ballot. When you've left the booth, put them all in the ballot box. All the ballots go in the same box.

USING A VOTING MACHINE

VOTING MACHINES are wonderful gadgets. They record your vote with complete accuracy. They record your vote just the way you want it cast—if you use the machine properly. They keep your vote secret; no one can find out how you voted.

But the most amazing thing is that they count all the votes automatically and correctly. The machines are built to count your vote the way you want it counted. The election officials make sure the machines are in perfect shape before the machines are used in any election.

It's easy to use a voting machine once you get the knack of it. But if you've never used one, you'd better let the election officials show you how. They'll be glad to point out what you should do and answer your questions.

Suppose you get inside the booth and you find you need help in using the machine. Don't leave the booth; don't open the curtain. Just call out to the election judges. Two of them will come over and stand outside the booth to answer your questions or give you instructions in using the machine.

Probably you should look at a sample ballot before you use the machine. There will be sample ballots posted in your polling place. This will give you a chance to see how the parties and candidates are listed on the machine.

According to records in the Secretary of State's office in Des Moines, voting machines are used in these Iowa counties: Benton, Black Hawk, Boone, Calhoun, Cerro Gordo, Clay, Clinton, Crawford, Dallas, Dickinson, Dubuque, Franklin, Greene, Hamilton, Hardin, Iowa, Jackson, Linn, Mahaska, Marshall, Muscatine, Pocahontas, Polk, Pottawattamie, Scott, Shelby, Story, Wapello and Webster.

Perhaps machines are not used in all precincts in some of these counties.

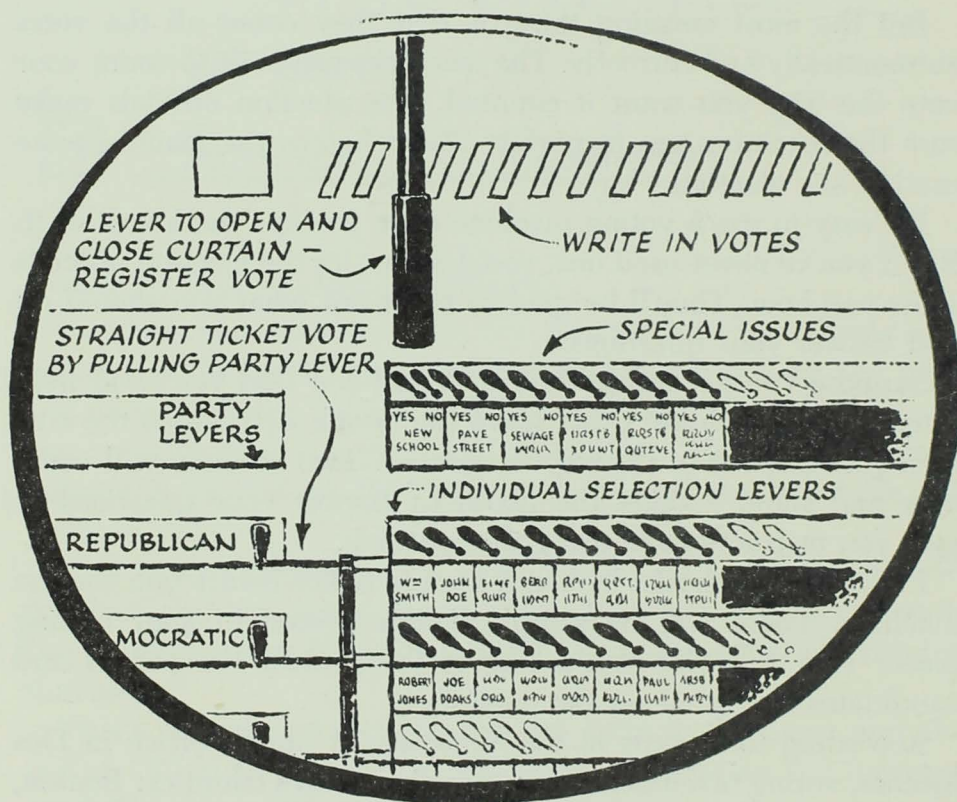
Different makes and models of voting machines are used in Iowa. In most cases these machines are arranged in the same way; you use them in the same manner. But on some of the machines there may be different ways for voting for write-in candi-

dates. The places for voting on special measures may be in different places.

Most of the machines now used in the state are like the one we're going to describe here. Before using a different kind of voting machine for the first time, you'd better ask the election judges to explain how the machine works.

Here's how most voting machines work:

When you start to use the machine, the first thing you do is close the curtain. As you go into the booth you'll notice a large handle just above your head. Take hold of this handle and push



it as far to the right as it will go and leave it there. Then you arrange the levers on the machine the way you want to vote. The very last thing you do is to pull the curtain lever as far to the left as it will go.

It's the curtain lever that records your vote. Pulling down the little levers on the face of the machine doesn't record your vote; that just gets the machine ready to take your vote. The curtain lever puts your vote into the machine, clicks all the voting levers back into position and opens the curtain.

Notice that the little levers click back up before the curtain opens; that's to make sure no one outside can see how you voted.

Voting a Straight Ticket

Now let's look at the "ballot" on the face of the machine. You'll notice across the top are listed the names of the offices that people are running for. Down the left hand side are listed the names of the political parties and other groups. Under the name of each office are listed the names of the people running for each office; the name of each candidate is put in the row of the party that nominated him.

Over each candidate's name is a little lever. At the left hand side is a big lever for each party. If you want to vote a straight party ticket, just pull the party lever; this casts your vote for every candidate running on the ticket of the party whose lever you pulled.

Notice that when you pull the party lever, all the little levers over the names of that party's candidates click down. Then when you pull the curtain lever, all the levers snap back into place. That casts your straight party ballot.

So to vote a straight party ballot, follow these three steps: 1. push the curtain lever as far to the right as it will go and leave it there; 2. pull the party lever of the party you want to vote for and leave it out; don't touch any of the little levers over the candidates' names, and 3. pull the curtain lever as far to the left as it will go.

Voting a Split Ticket

Now if you don't want to vote for all the people running on one party ticket, you have to do things a little differently. In this case you have to pull down the little lever over the name of each candidate you want to vote for.

There's another way to do this: first pull the party lever of the party most of the candidates you want to vote for are running on. This clicks down all the pointers in that party row. Then go across the board and push up the levers over the names of the men you don't want to vote for. Then go up or down the other party rows and push down the lever over the name of the candidate of your choice.

Be careful to vote for only one candidate for each office. If the machine allows you to pull down the levers for two candidates for the same office when you can vote for only one of them, your vote won't count for either of them.

These machines are clever; they won't let you vote more than once for each office. They won't count two votes when you're only entitled to one.

Remember, you can move these levers up and down all you want without hurting your vote; it's only when you open the curtain that any of the votes are recorded.

What happens when the machine says to vote for more than one candidate for an office? Take the case of judges of the supreme court: three are to be elected and there are six men running, three on the Republican ticket and three on the Democratic ticket.

Here you can pull down any three of the six levers; if you pull down more than three, none of them will count. But just because two of the men you want to vote for are listed one above the other doesn't stop you from voting for both of them.

And of course when it says "vote for three" you don't have to vote for three: you can vote for one, or two, or three.

Write-in Votes

Suppose you want to vote for a person who isn't listed on the voting machine. You can do this just like you can on a paper ballot.

Above the strip on which are printed the names of the offices to be filled you'll notice a row of little flaps. Under each of these flaps is a slot and a roll of paper tape. First lift up the flap over the right office. Then write in the name of the person you want to vote for on the tape. If the machine has levers over the write-in flaps, be sure to pull the lever.

When you open the curtain, the paper tape moves around so that your write-in vote can't be seen.

When the election judges "count" the ballots they also take out these paper tapes and count the write-in votes.

Voting on Special Measures

There are also places on the machine for you to vote on special measures: things like amendments to the state constitution, bond issues, and so on. These "ballots" are also above the regular ballot. For each of these special measures there is a "yes" lever and a "no" lever. Read the proposition carefully, then—pull down the lever that expresses the way you want to vote.

In some cases separate printed ballots are used to vote on these special measures. You are given one of these ballots when you go in to use the machine. You mark this ballot with an "X" like an

ordinary printed ballot. Then you fold it and put it in a ballot box.

Sometimes the voting machine isn't big enough to take care of all the things there are to vote on. In some precincts in some elections it's necessary to use separate printed ballots in voting for judges of the district court or for township officers.

VOTING IN OTHER ELECTIONS

FOR THE MOST PART when you vote in other official elections you have to follow the same rules as in voting in a general election. This applies to voting in city and town elections, school district elections and special elections.

Voting in City and Town Elections

City and town elections are held on the first Tuesday after the first Monday in November in odd-numbered years. In most places the voters elect a mayor and members of the city or town council; in some places a few other local officials are elected.

In nearly all places in Iowa the regular political parties—the Democrats and the Republicans—do not take part in city and town elections. The parties do not put up slates of candidates for city and town offices.

In some places local "parties" put up slates of candidates. These groups of voters may give themselves such names as the "Citizens' Party" or the "People's Party." They are not political parties under the law. And they name and support candidates only in city and town elections.

The manner of conducting city and town elections differs quite a bit from place to place, depending on the form of local government and the election system followed. For this reason we can't go into too much detail about city and town elections in this book.

If you have any questions about elections in your city or town, get in touch with your city or town clerk. The clerk is in charge of the details of city or town elections; he can answer your questions.

Here's one important difference between the general election and city and town elections: you have to live in your precinct at least 10 days before you can vote in a city or town election. This also applies to cities that have permanent registration when city councilmen are elected from each ward of the city. If the councilmen are elected from the city at large rather than from wards, you vote in your old precinct, the same as in the general election.

That is, when you are registered in one precinct and move to another precinct in the city within 10 days of the election.

You can vote an absent voter's ballot in city and town elections. The same rules apply as in general and primary elections. You apply to the city or town clerk for your ballot, instead of to the county auditor as in statewide elections. (See page 37.)

Voting in School Elections

In voting in school district elections you also have to follow the same rules as in voting in general elections. To be able to vote in a school election you have to pass the same tests as for voting in the general election. As in voting in city or town elections, you have to live in the district at least 10 days before you can vote there.

In most school districts the regular school elections are held every year on the second Monday in March. At these elections you vote for members of the school board. Some districts also elect a treasurer of the school board.

The secretary of the school board is in charge of details of school elections. He or she is the person to get in touch with when you have any questions about school elections.

The absent voters' law also applies to voting in school elections. You apply to the secretary of the school board for your absent voter's ballot. (See page 37.)

Special Elections

From time to time special elections may be held in your community. These elections may be called for many different reasons: for example, a special election may be called to fill a vacancy in some public office. Or the voters may be asked to decide whether bonds should be issued to build a new school building, a courthouse or city hall, a swimming pool, or some other project.

Also there are elections to name trustees of drainage districts and other special districts.

You should watch the newspapers for notices of these special elections. With some changes to meet the special purpose of the election, you follow the same rules in voting in these special elections as in voting in general elections.

VOTING IN PRIMARY ELECTIONS

AT PRIMARY ELECTIONS the voters of the different political parties name the people who will be the parties' candidates for election

in November. The candidates chosen in the primary have their names printed on the general election ballot under the name of their party. These candidates get the support of their party toward being elected.

In the general election usually the voter has to choose between only two candidates for each office: the candidates named by our two major parties. But in the primary the voter may have to make his choice from among several candidates who are seeking his party's nomination to each office.

So many times the voter has more names to choose from in the primary: there may be as many as five or six people running for each office on one party's ticket.

Under the law the primary is not an election in the same sense the general election is. There are several important differences between the primary and the general election.

First of all, only the voters who belong to each party get to vote on who shall be that party's candidates. In the general election, all the voters get to vote on which candidate shall be elected to hold office.

If a candidate wants the support of the members of one of the major parties, he has to win that party's nomination in the primary.

Of course, candidates can have their names printed on the general election ballot even though they weren't named in the primary. But they can't have their names printed under the name of one of the big parties unless they were nominated in that party's primary.

Voting in the primary is very important. It gives you a voice in saying who are going to be the candidates of the party of your choice. In the general election you can only pick between the people named by the parties; in the primary you can help decide who are going to be your party's candidates.

But maybe you don't belong to any party, maybe you don't want to join any of them. Before you make up your mind for sure, let's try to answer two questions:

Just what is a political party?

What does it mean to be a member of a political party?

Here's how the laws of Iowa define a political party:

The term 'political party' shall mean a party which, at the last preceding general election, cast for its candidate for governor at least two percent of the total vote cast at said election.

All other political groups that don't meet this definition are

called "political organizations" under the law. At this time, and for several years, only two groups meet this definition of a "political party": the Democratic party and the Republican party.

You'll notice on the general election ballot there are several other "party" tickets or columns; these other groups are "political organizations," not political parties.

If one of these groups ever cast two percent of the total vote in a general election for its candidate for governor, then that group would become a political party.

Political parties are regulated by the state law; political organizations are pretty much private groups. Political parties have to name their candidates in the primary; they have to hold conventions at certain times, and comply with many other detailed laws. Political organizations don't.

Any voter can become a member of a political party. It's simple and easy, and it doesn't cost you anything.

Party Affiliation

What does it mean to be a member of a political party? Well, the law talks about party membership as "party affiliation." The dictionary says that "to be affiliated with" means "to be connected or associated with." That's not much help, so let's look at it this way:

Do you have to pay dues in a political party? No.

Do you get a membership card? No.

Do you have to go to meetings? No.

Do you have to belong to one party for life? No.

Can you change your mind and join a different party easily? Yes.

Do you have to vote for the candidates of your party in the general election? Of course not; nobody can tell you whom you have to vote for. How you vote at any election is a secret known only to you. Our election laws protect the secrecy of your ballot.

About all this boils down to is this: if you vote in a primary election, you are a member of a party. When you vote in the primary, the name of the party ticket you ask for is put on your registration card or in the poll book. That's all there is to it.

And if you ever want to change your party affiliation, you can do it quickly and easily.

Here's how you "join" a political party:

Suppose you've never voted in a primary before. But you are a qualified voter; you've passed all the tests the law requires. That is, you're a citizen of the U. S.; you're over 21; you've lived in the

state at least six months and in the county at least 60 days. And, if you live in one of the places that have permanent registration, you are properly registered.

Now the state's primary election comes along. The primary is held on the first Monday in June in even-numbered years; the polls open and close at the same time as for general elections.

So you go to the polling place in your precinct. First the election officials have to check to make sure you are a legally qualified voter. Then they will ask you which party ballot you want.

You can only vote for one party's candidates; you can't ask for both ballots. All the Democratic candidates are printed on one ballot; all the Republicans on a separate ballot. You tell the election officials which ballot you want.

In registration precincts, there is a blank on the little slip of paper you have to sign for you to tell which party ballot you want. Where it says "party affiliation" you just write in "Republican" or "Democrat."

And so you get a printed ballot, or you use a voting machine, and vote for the nominees of your party. This makes you a member of the party whose ballot you voted.

Your party affiliation is recorded, either in the poll book or on your registration card. You are a member of that party until you change your party affiliation.

Changing Party Affiliation

Suppose you are already a member of one party and you want to change your party affiliation. You can do this in two ways:

1. You can file a written statement with the county auditor of your county. You can go to his office in person, send the declaration with someone else, or mail it to him. On this statement give your name, address, precinct, the name of the party you are now affiliated with and the name of the party to which you want to belong.

You can file this statement anytime except during the 10 days just before a primary election.

2. Or you can change your affiliation at the polls on election day. When you ask for your ballot, tell the election officials that you want to change your affiliation from the _____ party to the _____ party. They may ask you to take this oath:

You do solemnly swear (or affirm) that you have in good faith changed your party affiliation to and desire to be a member of the _____ party.

After you've taken the oath, you will be given the ballot of your new party and your new affiliation will be put on the records.

Of course, if you have moved since the last time you voted in a primary, there isn't any record of your party affiliation in your new precinct. In this case all you have to do is tell the election judge what your party affiliation is.

Voting in a primary makes you a member of a political party. For many voters, voting in the primary is the only party activity in which they take part. Besides helping to name the candidates of your party, you can take part in many other party activities. Your party membership entitles you to many opportunities. Voting in the primary is just one of the first steps toward being a really effective citizen.

As a party member, you can go to precinct caucuses. You may be picked to be a delegate to various party conventions. You may become a party committeeman or committeewoman.

And you can take part in the excitement of a political campaign. There are lots of things you can do to help your party's candidates get elected in November.

We'll talk about all the opportunities open to you as a party member later on in this book—in the section on "Political Parties" starting on page 43. Here we want to point out how important it is to belong to a political party. If you want to have a strong voice in your government, you should belong to a political party.

Membership in the political party of your choice is the key that opens many doors; it gives you the chance to take advantage of many opportunities to serve your community, your state and your nation.

Special Features of the Primary

We've already talked about some of the big differences between the primary and the general election: In the primary you have to declare your party affiliation; you can vote only for the candidates of one party.

The primary ballot is quite a bit different from the general election ballot; it's much smaller in size for one thing. And of course there are no "party" tickets or columns; all the candidates belong to the same party.

As we've said before, the purpose of the primary is to name each party's candidates for office. Under the name of each office are printed the names of all the people who would like to run for that office on your party's ticket in November.

You'll notice that there are some offices that aren't listed on your primary ballot; your party's candidates for these offices are not named in the primary.

In the primary you can't vote for your party's candidates for judges of the state supreme court; you can't vote for judges of the district courts. Your party's candidates for these offices are named in special judicial conventions; we're going to talk about these conventions later, starting on page 54.

And you can't vote for your party's candidate for president of the United States; you can have a voice in picking your party's candidate for the nation's highest office, but not in the primary in Iowa.

Every four years the two major parties in Iowa have a special series of caucuses and conventions; you can have a voice in picking your party's presidential candidate by taking part in these special meetings. We'll talk about how this system works later on in this book, starting on page 55.

But the primary does give you your chance to help choose your party's candidates for many important offices: U. S. senator and representative; governor and other state officials; senators and representatives in the state legislature; county officials, and township officials.

Also you have a chance to vote for members of the party organization. These people aren't public officials; they are party officials. At the bottom of your ballot are places for you to vote for precinct committeeman and precinct committeewoman; also there is a place for you to vote for delegates to your party's county convention.

We'll talk later about what these committee people and conventions do (beginning on page 45). Right here we want to point out that these people are named by the party members who vote in the primary.

Marking a Printed Ballot

If printed ballots are used in your precinct, all you have to do is put "X" 's in the squares in front of the names of the people you want to vote for. Remember to vote with an "X"!

The ballot tells you, under the name of each office, how many people are to be nominated for that office; notice where it says "vote for one" or "vote for two" and so on.

You'll notice that blank spaces are provided for you to write in the names of other candidates. This is in case you don't want to vote for any of the people whose names are printed on the ballot.

If the person you would like to see run for a particular office isn't listed on the ballot, just write in his name in the proper place.

And when you write in a name, don't forget to put an "X" in the square in front of the name. If you forget to put an "X" in the square, your vote won't count for that office.

You might find that for some offices there are no names printed on the ballot. This happens when no one seeks your party's nomination for that office. So it's all up to you; write in the name of somebody you think would make a good candidate.

What happens if you write in the name of somebody who isn't a member of your party? Well, your vote counts for that person just as if he were a member of your party. Even if that person is a candidate for that office on the other party's primary ballot, you can't help him win his party's nomination. Your write-in vote counts for him only as a candidate of your party.

Using a Voting Machine in a Primary Election

If voting machines are used in your precinct, you'll find two machines set up at your polling place: one machine is for Republican voters, the other for Democratic voters. Of course you can only vote for the candidates of your party. You use the machine on which are listed the candidates running for nomination on your party's ticket.

You'll find the voting machine is set up differently for the primary than for the general election. The party levers are locked; you can't use them. Instead you have to use the little levers over each candidate's name. Under the name of each office are listed the people who would like to be your party's candidate for that office. On the machine it says whether you are to vote for one or more than one.

So for each office you just pull down the lever over the name of the person you want to win.

As in the general election, you can write in the name of a candidate if you want to; that is, if that person isn't listed on the machine ballot. Just lift up the little flap over the name of the office and write the name of the person you're voting for on the roll of paper tape. (On page 28 we told how this works in the general election.)

If you've never used a voting machine before, probably you should ask the election judges to show you how it works.

Voting for Party Officials

Now we come down to the bottom of your ballot where you vote for committee members and delegates.

Perhaps the names of candidates for the precinct committee posts will be printed on your ballot; perhaps not. Whether or not there are names printed on the ballot, you can write in the names of one man and one woman.

No names will be printed on your ballot for delegates to the party county convention; you have to supply the names of the delegates you want to vote for. When you go to vote, maybe somebody will hand you a little slip of gummed paper on which are printed the names of proposed delegates.

You can paste this list of delegates on your ballot and vote for them if you want to. Or you can write in the names of other people. Either way, be sure to put "X" 's in the squares in front of the names.

The people you vote for for committee posts and for delegates should all be residents of your precinct. And of course they should all be members of your party.

The same person could be both a committee member and a delegate.

If voting machines are used in your precinct, you may be given a separate printed ballot on which you vote for committee members and delegates.

VOTING AN ABSENT VOTER'S BALLOT

EVEN IF YOU CAN'T get to the polls on election day you can still vote in an Iowa election. You do this by voting an absent voter's ballot. Your vote will be counted just as though you had gone to your polling place in person.

If you are sick or disabled, you can vote an absent voter's ballot. That is, if you think that your sickness or physical disability will prevent you from going to the polls in person.

Also, if you're going to be out of the county on election day, you can vote an absent voter's ballot. This means if you're going to be gone because of business or "other necessary travel." Even if you're on a vacation trip, you can vote an absent voter's ballot.

College students can vote absent voters' ballots in their home towns. Going to school is considered being absent for "business" reasons.

So there's no need to miss out on an election just because you're sick or out of town. It's easy and simple to vote an absentee ballot.

Right here we're going to talk about how civilians vote absentee ballots. There is a special law that makes it easier for members of our armed forces and certain other persons to vote

absentee ballots. There are some important differences between these two plans. The plan we're talking about now applies to all voters except men and women in the U. S. army, navy, marine corps, coast guard or air force and certain other people. Starting on page 39, we'll tell how these folks vote their special ballots.

In Places Under Voters' Registration

Now if you live in one of the places where all voters have to register, you have to be registered to vote an absentee ballot. We talked about that earlier in this book—on page 13.

If permanent registration is used in your city, you don't have to register in person. If you're sick or away from home, so you can't register in person, you can ask your city clerk for absent registration forms.

The clerk will mail you two duplicate registration cards; you must fill these out and sign them before a notary public. Be sure to mail the cards back to the clerk so that they will reach him before the registration deadline—10 days before the election.

How to Get Your Absentee Ballot

Of course you have to be eligible to vote before you can get an absentee ballot: you have to be a citizen of the U. S.; you have to be 21 years old by election day; you must have lived in the state for six months and in your county 60 days.

There are two ways to vote your absentee ballot: in person or by mail. The easiest way, if you can do it, is to go to the county auditor's office in person.

Now you can do this only *within 15 days* before the election. You can't go to the auditor's office on Sunday, a holiday or on election day to vote your absentee ballot.

There are three steps to voting an absentee ballot: applying for your ballot, marking the ballot and filling out the form on the ballot envelope. You can take care of all three of these steps at the same time if you go to the auditor's office in person.

The application form and the ballot envelope have to be notarized by a notary public. You have to swear that the facts you give are true and accurate. There will be a notary public at the auditor's office to help you fill out these forms.

These forms call for you to give your name and address, your age and date of birth, the fact that you are a citizen and how long you've lived in your precinct, the county and the state. Also you have to give the reason why you won't be able to get to the polls on election day.

After you've filled out the forms, you will be given an official ballot; this will be the same ballot that will be used in your precinct on election day. You have to mark your ballot so that the notary can see that you personally marked your ballot. However, you should do this so that no one can see how you voted.

Then you fold your ballot and seal it in the special envelope. And that's all there is to it.

Voting by Mail

But suppose you can't go to the county auditor's office in person. In this case you vote by mail.

Here's an important point: you have to ask for your absentee ballot yourself. You can't send somebody else to the courthouse to pick up your ballot. You can't have somebody else write for a ballot for you.

Within 20 days before the election, you can write to the county auditor and ask for an absent voter's ballot. If it's for a primary election, be sure to state your party affiliation.

The auditor will mail you three things: the application form, the ballots that will be used in the election and the special envelope to put the ballots in.

Then you take all these things to a notary public. If you are sick, you can ask the notary to come to you. You have to fill out the forms and mark your ballot before the notary.

The notary must see that you personally marked your ballot; he must not see how you voted.

After you've marked your ballot, seal it in the ballot envelope. Then put the ballot envelope and the application form in a larger envelope and mail it to the county auditor.

You must put your ballot in the mail so that it will reach the auditor before election day. That's important: your ballot must reach his office before the day of the election.

Special Servicemen's Ballots

Members of the armed forces of the U. S. and certain other persons have 40 days in which to vote their absent voters' ballots. These people are given more time because, in some cases, their ballots have to be mailed from overseas.

Here are the people who come under this special law:

1. Men and women who are serving in the U. S. army, navy, marine corps, coast guard or air force.
2. Wives, husbands or dependents of persons who are in active service in the armed forces.

3. Members of the U. S. merchant marine and their wives, husbands or dependents.

4. Civilian employees of the U. S. government who are serving overseas, and their wives, husbands or dependents who are with them overseas.

5. Members of religious groups or welfare agencies who are officially attached to the armed forces and serving with them. Wives, husbands or dependents of these people also can vote these special absentee ballots.

All other Iowa voters have to follow the steps for absentee voting we talked about earlier, starting on page 37.

Of course, to vote absent voters' ballots in Iowa these people must meet all the tests for voting, the same as other citizens. They must be residents of a precinct in Iowa; they must have lived in the state six months and in their county 60 days. And of course they must be 21 years old on election day.

This special system of absent voting applies only for the state-wide primary and general elections; it doesn't apply to city or town elections, school elections, or special elections.

If you are one of the voters who come under this special law you can vote your absent voter's ballot either by mail or in person at your county auditor's office. This is the same as for ordinary absent voters, except in this case you have 40 days in which to do your voting.

Remember, voters who don't come under this special law have only 20 days to vote by mail, or 15 days if they go in person to their county auditor's office.

The easiest way to vote an absent voter's ballot is to go to the county auditor's office. Of course, if you won't be home within 40 days of the election, you have to vote by mail.

The people who come under this special law can ask for their absentee ballots at any time. All you do is write a letter to your county auditor, telling him for which election you want a ballot.

In this letter you tell the auditor your name, age, your Iowa address and how long you have lived in your precinct, county and in the state. Also, be sure to tell the auditor where to send your ballot.

And, if it's for a primary election, be sure to give your party affiliation: tell whether you want a Democratic or a Republican ballot.

The people who come under this law don't have to fill out an application form. If your letter has all the necessary facts, that's enough.

For a primary election, you have to ask for a ballot yourself; you can't have somebody else write for it or pick it up at the auditor's office. But for a general election, you can have one of your close relatives get a ballot for you. Your husband or wife, parents, adult brother or sister or adult son or daughter can request a ballot for you.

Special forms may be used to make these requests; you can get these forms at the county auditor's office. The requests can be filed any time within 70 days of the election. Then, on the fortieth day before the election, the auditor mails out the blank absentee ballots.

Iowa voters who are overseas have to hurry to get their ballots marked and returned before election day. Forty days doesn't allow much time for mail to go overseas and then come back. The county auditor has to receive the marked and sealed ballot before election day, or it can't be counted.

The marking of these special servicemen's ballots has to be witnessed by some authorized person. This witness also notarizes the special ballot envelope. Any commissioned officer or any person authorized by the U. S. government to administer oaths to members of the armed forces can do this.

In cities where voters have to register, voters' registration doesn't apply to people who vote special absentee ballots under this law. These people don't have to be registered in order to vote. The sworn statement on your special ballot envelope is used instead of registration.

Remember, the special features of this plan apply only to members of the armed forces and certain other persons. All other voters have to follow the plan we talked about on page 37.

What Happens to Your Absentee Ballot?

Maybe you'd like to know what becomes of your absent voter's ballot. You'll remember that you left it at the county auditor's office, or mailed it to him.

Well, the auditor sends your ballot to the polling place in your precinct with all the other absentee ballots from other voters in your neighborhood. He sends the absentee ballots along with the election supplies and records.

All absentee ballots have to be delivered to the election judges in your precinct before the polls close.

First the election judges check the facts on your application form and on the ballot envelope. They have to make sure that you are a legally qualified voter in that precinct.

If voters have to register in your city, the judges also have to make sure that you are registered. Remember, this doesn't apply to voters who come under the law about absent voting by members of the armed forces.

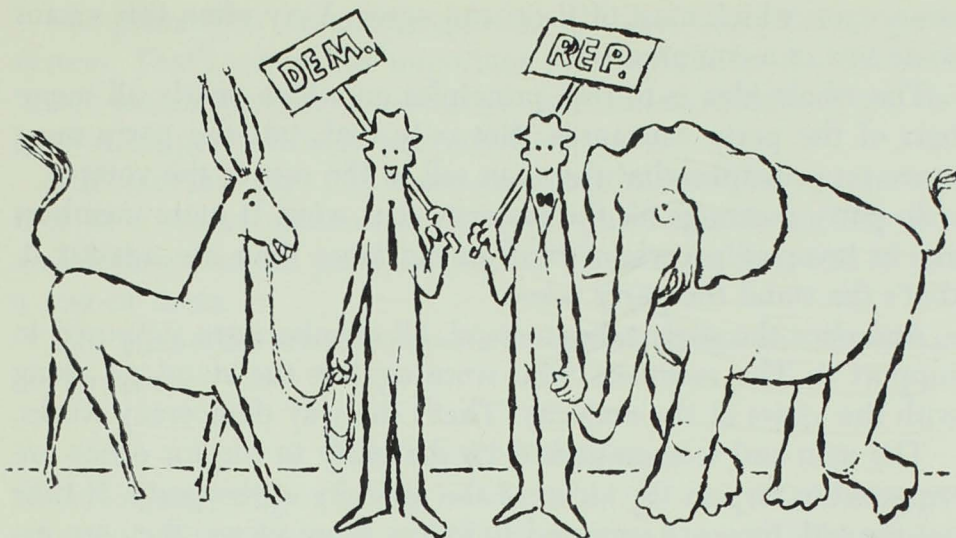
At this point your right to vote can be challenged, just as if you were voting in person. The judges use the information on your application form and on the ballot envelope to decide whether you are entitled to vote in that precinct.

Also, the judges have to check to make sure you didn't vote in person. Then they write in the poll book or on your registration card the fact that you voted in that election, just as if you had voted in person.

If printed ballots are used in your precinct, your ballot is put in the ballot box with all the other ballots. This must be done during the time the polls are open. The judges take your ballot out of the special envelope and drop it in the box. Once it's in the box, there's no way to tell your ballot from any other ballot voted on election day.

Now suppose voting machines are used in your precinct: The judges don't vote the absentee ballots until just after the polls close. When all the other voters have left, they open all the absentee ballots and shuffle them together.

With all the judges watching to make sure no mistakes are made, your vote is recorded on the voting machine. Since your ballot is mixed in with all the other absentee ballots before any of them are unfolded, nobody can tell how you voted.



Political Parties

WHAT ARE political parties? What do they do? How do you become a member of one? Why should you join one?

Back when we talked about the primary election we gave you the Iowa law's definition of a political party: a group whose candidate for governor got two percent of the total vote in the last general election.

But why do we have political parties anyway? What's the purpose of having them?

When you get to the bottom of it, a political party is just a group of people who have certain common notions about how their government ought to be run. But they don't just sit around and talk about their notions; they try to get their ideas put into effect.

And they do that by naming members of their party to run for public office; then they work to get their people elected. The candidates named by the party are supposed to agree with the views of the majority of the members of the party; if these candidates are elected, they are supposed to try to put those views into effect.

Of course all party members don't agree on all issues. No indeed; sometimes they disagree strongly on some points. Sometimes party members get into hot arguments over certain issues.

So party members get together and talk things over. They try to work out their differences. They try to find a solution of the

issue upon which most of them can agree. Very often this means some sort of a compromise.

The whole idea is to find principles on which nearly all members of the party can agree. Not only that, but the party must agree on principles that they can sell to the rest of the voters.

In party meetings it's the majority that wins. If more members are in favor of a certain stand on an issue than are against it, that's the stand the party takes.

And once the party takes a stand, all members are supposed to support it. The members who were against the stand go along with the views of the majority. That's the way democracy works.

The men and women picked by the party to run for office are expected to respect the views of the majority of the party. If they get elected, they are expected to follow those views; they are expected to do the things the party wants done, the way it wants them done.

Most of the time the party's candidates do their best to do what the party wants. They know that they have to have the support of the party to get elected. If they don't do what the majority of the party members want, the party won't support them and they may not be re-elected.

Our government depends on political parties. The parties pick the men and women who run for office; they pick the people who run our government. The parties supply our elected public servants. That's the way democracy works in our country.

And what does this mean to you? It means simply this: if you want to have a strong voice in how your government is run, you have to do it through a political party. You have to be a member of a party; you have to go to party meetings and speak your piece; you have to help pick the people who run for office on your party's ticket; you have to help choose the people who hold jobs in the party organization.

How strong a voice you have in your government depends on you; it depends on how much time and effort you are willing to spend. Once you belong to a party, there are many things you can do; it's all up to you to decide how much you want to do.

These are the political facts of life: to be an effective citizen, you must work through a political party. You have to fight for your views about how your government should be run; you have to be willing to spend some of your time and effort. You can do this most effectively through the political party of your choice.

Any voter can join a political party; all you have to do is vote in the primary election. But that's just the first step.

The primary is the most important phase of our political party system. That's where the important party questions are decided. That's where the party's candidates are chosen. That's where the grass roots party officers are picked.

Our state law says that these important matters have to be settled in a secret election open to all party members. The law makes sure that the party belongs to all its members, not to just a few of them.

This is another reason why it's so important for you to vote in the primary.

PARTY ORGANIZATION

NOW WE ARE going to take a look at what goes on inside a political party. What does a party do? How does it work? What chances do you have to take part in it and make your voice heard?

First let's take a look at the people who run the party. The men and women who make up the party framework. The people who are officers in the party at every level: from the precinct, county and state to the national level. Who are these people? What do they do? Who selects them?

Precinct Committeemen

At the bottom are the precinct committeemen and committee-women. These people are in charge of party activities in your precinct. Remember, you pick the people who have these jobs; you elect them in the primary. The party members in each precinct elect one man and one woman as members of the county central committee. These people are chosen in the primary so that all party members have a vote in naming them.

The precinct committee people have a lot of work to do. To do a good job they have to devote a lot of their time to party work. They are mighty busy people during the general election campaign.

Their biggest job is to get out the vote in their precinct. That is, to get as many votes as they can for the party's candidates. The precinct committeeman lines up party workers to talk with voters in the precinct. He sees to it that campaign leaflets are handed out to voters. He makes sure that cars and drivers are on hand to take voters to the polls on election day.

From time to time the precinct committeeman calls meetings of party members in his precinct. These meetings are called precinct caucuses. If you are a party member, you are entitled to attend the caucuses in your precinct.

County Central Committee

All the precinct committeemen and committeewomen in the county make up the county central committee. Every precinct in the county has one woman and one man on this committee.

The members of the committee are elected in the primary. Their terms of office start right after the regular county convention adjourns; the term lasts for two years.

The county committee can fire one of its members if he or she doesn't do his or her job right, or if one of them fails to support the party's ticket. Then the committee appoints another person to take his or her place.

The county committee picks the county chairman; he is the party leader for the whole county. The county chairman doesn't have to be a member of the county committee: the committee can pick some one who isn't a member of the committee.

The county committee picks the county chairman; he is the business for the county. They run the campaign in the county: plan meetings and rallies, put out advertising and publicity, and do lots of other things to help the party's candidates carry the county.

State Central Committee

The state central committee of each party is made up of 16 members: one man and one woman from each congressional district. These people are named by the delegates to the regular state convention.

What usually happens is this: at the state convention, the delegates from each district meet together in district caucuses and name one man and one woman to serve on the state committee.

The state committee names the state chairman; he doesn't have to be a member of the committee.

Now, up to this point, you, as a party member voting in the primary, have had a voice in picking these party officers: you voted for the members of the county committee from your precinct; they appointed your county chairman. You elected the delegates to the county convention; they named the delegates to the state convention; the delegates to the state convention picked the members of the state committee who in turn picked the state chairman.

National Committee

For picking the national committeeman and committeewoman a different plan is used. These people serve for four-year terms.

PARTY ORGANIZATION

Set up in part by state law



PRECINCT COMMITTEEMEN & COMMITTEEWOMEN

One man and one woman in each precinct
serve as members of county central committee
... elected in primary by voters of each precinct
... two year terms.

COUNTY CENTRAL COMMITTEE

All precinct committeemen and committee-
women serve on this committee.



COUNTY CHAIRMAN

Selected by County Central Committee
... two year term.

STATE CENTRAL COMMITTEE

One man and one woman from
each congressional district ... selected
by each district's delegates to the
regular state convention ... two year terms.



STATE CHAIRMAN

Selected by State Central
Committee ... may be removed by
state committee at any time.

NATIONAL COMMITTEE

One man and one woman from each
state ... four year terms ... in Iowa, Democratic
National Committee people selected by Iowa's
delegates to Democratic National Convention ... Iowa's Republican National
Committee people selected by delegates to presidential state convention



NATIONAL CHAIRMAN

Selected by National Committee
may be removed by this committee
at any time.

They are selected through a special series of conventions in the years when we elect a president. We're going to talk about that whole convention system in just a minute — starting on page 55.

The Republican national committeeman and committeewoman are elected by the party's presidential state convention—the same convention that elects the delegates to the party's national convention.

In the Democratic party, the national committee representatives are selected by the Iowa delegates to the Democratic national convention.

The party national committee is the top party group. They are in charge of running the election campaign for the whole country. They pick the national chairman; that's the highest office in the party organization.

CONDUCTING A POLITICAL CAMPAIGN

FOR SEVERAL MONTHS before every general election the battle is on between our two major political parties. These campaigns are exciting and colorful. You can have a lot of fun working in a campaign; it's also a lot of hard work.

The bands play, the banners wave, the candidates make speeches. But behind all this there is a serious purpose: each party is trying to sell its program and its slate of candidates to the voters. In the election the voters will choose between the two parties; whichever side wins will be in charge of running our government—county, state, and national.

So if you believe in your party's platform—if you believe your party's candidates are the best for the job—pitch in and help. Let's look at some of the things you can do to help your party win.

There are lots of things you can do right in your own neighborhood. You can talk to your neighbors; try to convince them to vote for your party. You can hand out campaign leaflets. You can take voters to the polls on election day.

Or you can work at your party's county or city headquarters. You can work in the office: answering the telephone, typing letters, addressing campaign literature, handing out propaganda and buttons. You can help put up posters, window cards, banners. You can help make plans for party meetings, rallies and parades.

Wearing a campaign button or badge is one of the little things you can do to help your party win.

You don't have to be a voter to help out in the campaign. Many young people who are not old enough to vote work for their party

in the campaign. Young Republican and Young Democratic groups are very active in our state. You can have a lot of fun—and get a head start toward becoming an effective citizen—by taking part in one of these groups.

If you want to work in the campaign, just get in touch with your precinct committeeman or committeewoman; they can give you lots of things to do. If you don't know who these persons are, call the county auditor's office; they can tell you.

Of course there's one thing you can do: you can give money to your party's campaign fund. Running a political campaign costs lots of money. The party has to buy time on radio and television; it buys advertising space in newspapers. Lots of money is spent on printing posters and literature. There are many other campaign expenses.

If you want to make a contribution, just mail it to your county, state or national central committee. Or get in touch with the committee's fund raising chairman.

REGULAR CONVENTION SYSTEM

EACH TWO YEARS our two major parties in Iowa have a series of conventions. The key meetings in these series are the precinct caucuses, the county conventions and the state conventions. Lots of important party business is settled at these meetings. Many important decisions are made.

The Iowa law requires the parties to hold the county and state conventions. The time for having each convention, the manner of choosing delegates, what each convention can and can't do—all these things are spelled out in the state law.

Besides the county and state conventions, there are judicial district conventions and state judicial conventions. In some cases there may be congressional district conventions and state senatorial district conventions.

Sometimes these conventions are called on to name the party's candidates; this happens when no candidate in the primary gets enough votes.

To win nomination in the primary, a candidate must get at least 35 percent of all the votes cast for that office. This applies whether it's for a county, district or state office. If no candidate gets 35 percent of the votes in the primary, a convention names the party's candidate for that office. If it's for a county office, the county convention names the candidate; for a state office, the state convention. If it's for a district office, a special district convention must be called to make the nomination.

What happens if a write-in candidate gets more votes than any of the candidates whose names are printed on the ballot? First, he would have to get 35 percent of the votes cast for that office. Then, he would have to have enough votes to equal 10 percent of the votes cast for his party's candidate for governor in the last general election. That is, 10 percent of the votes cast in the county, district or state, as the case might be.

Suppose no one files nomination papers to run for an office in the primary? In that case there would be no names printed on the ballot for that office and the voters could write in the names of candidates. If one of the write-in candidates gets 35 percent of all the write-in votes, he wins—if he also gets enough votes to equal 10 percent of the votes cast for his party's candidate for governor in the last general election. But suppose no write-in candidate gets that many votes? Well, if one of them gets enough votes to equal five percent of the votes his party's candidate for governor got in the last general election, a convention can name somebody to run for that office. If no write-in candidate gets that many votes, the convention cannot name a candidate. On the general election ballot a blank space will be printed in that party's column for that office. Voters may write in the names of the candidates of their choice. Remember, if you write in such a name, you must put an "X" in front of it or your vote won't count.

All this may sound pretty complicated, but our election laws are set up to take care of almost anything that might happen.

When a convention names a candidate, does it have to pick one of the people who ran for that office in the primary? No; the convention can choose any person who is qualified to hold the office. However, conventions usually give first consideration to the men who ran in the primary.

County Convention

In the primary you vote for delegates to the county convention. Their names aren't printed on the ballot; either you write in the names of people you want to vote for or you use slips of gummed paper on which are printed the names of candidates for delegates.

Precinct committeemen may call precinct caucuses just before the primary. At these informal meetings party members may decide on a list of delegates. Then they have slips of gummed paper printed with this list of names on them; these printed slips, or pasters, then are handed to voters at the polls.

The county central committee decides how many delegates

each precinct can send to the county convention. This is done on the basis of a ratio. For example, they might say that each precinct can have one delegate for every 50 votes cast in the precinct for the party's candidate for governor in the last general election.

Suppose a precinct is entitled to eight delegates; the eight candidates for delegates who get the most votes in the primary are elected.

The county convention meets at the county seat on the fourth Friday after the primary at 10 a.m. That goes for both parties, and for all counties in the state. The county central committee makes all arrangements for the convention; they decide in what building the convention is to meet.

The county chairman calls the convention to order. In most cases he presides, although the convention might choose somebody else to serve as chairman of the convention.

The convention is called to order as soon as a majority of the delegates are present, or when delegates from a majority of the precincts are on hand. A delegate can't send somebody else in his place; he can't ask somebody else to vote for him.

But what happens when some delegates from a precinct don't show up? Let's say our precinct is entitled to eight delegates and only six of them come to the convention. In that case our six delegates cast eight votes.

Now what goes on at a county convention?

If no candidate got enough votes in the primary to win nomination for any county office, the convention names a candidate to run for that office. Earlier we talked about the conditions under which a convention can name people to run for office.

Then the convention names the county's delegates to the state convention and the state judicial convention. If there are going to be any district conventions that year, the county convention decides who will go to those meetings.

The same person cannot be a delegate to both the state convention and the state judicial convention. The county convention has to prepare two different lists of people to send to these two state meetings.

The people at the county convention also name the county's members on the state senatorial and congressional district committees and the judicial district committee.

This is all the official business the county convention has to take care of; there are many other things they can do if they want to. For example, the county convention may give instructions to the people it sends to the state convention. Maybe the

people at your county convention would like to see the party take a certain stand on some issue. Maybe they would like a certain plank put in the party's state platform. By majority vote they tell the people they send to the state meeting what they would like to have them do.

If the state convention is going to name a man to run for a high state office, your county convention may wish to tell its delegates whom they should vote for. Or the convention might let the people it sends make up their own minds on these questions; the delegates are given a free hand. In this case the people your county sends are called an uninstructed delegation.

State Convention

Now we've picked the people who are going to represent our county at the state convention. What takes place there?

The state convention meets not earlier than the first Wednesday nor later than the fifth Wednesday after the county meetings. The state central committee of each party decides just when the meeting is to be and where.

The state committee also says how many people each county can send to the convention. This is done on the basis of a ratio. This works in pretty much the same way as the way the county committee decides how many people each precinct can send to the county convention.

The state chairman calls the state convention to order. If not all of the people from one county show up, the people who are there cast the full vote that the county is entitled to.

If no candidate for a given state office got enough votes in the primary to win, the state convention names somebody to run for that office.

One of the most important things the state convention does is to draw up the party's state platform. The platform is supposed to tell how the party stands on state issues. It tells what the party's candidates will try to do if they are elected.

This is how the state platform is written: The convention's resolutions or platform committee draws up a suggested platform. Then this is read to all the people at the convention, plank by plank, statement by statement. The convention votes on whether to accept each plank the way it's written, or to throw it out. Or they can make changes in the wording. After the convention copies of the platform are printed.

If you want a copy of your party's state platform, just write to the party state central committee.

REGULAR CONVENTION SYSTEM

Every two years set up in detail by state law.

① PRECINCT CAUCUS

A week or so before the primary meetings in each precinct may be called may suggest names of delegates to county convention.

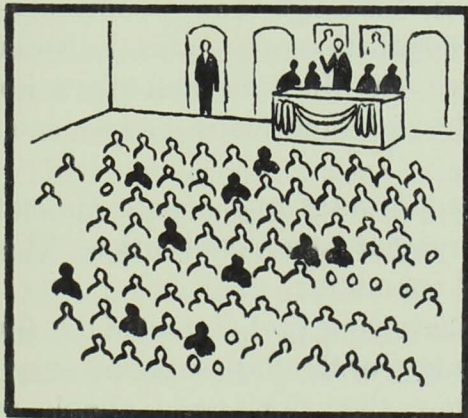
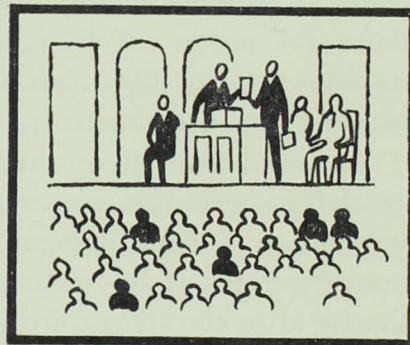


② PRIMARY ELECTION

First Monday in June in even-numbered years candidates nominated for township, county, district and state offices precinct committeemen and committeewomen elected delegates to county convention elected.

③ COUNTY CONVENTION

Delegates elected from each precinct in the county meets fourth Friday after the primary selects delegates to state convention ... also delegates to judicial district convention, state judicial convention, and sometimes senatorial district or congressional district convention.



④ STATE CONVENTION

Meets sometime between the first Wednesday and the fifth Wednesday after the county conventions delegates from every county in the state writes the state platform.

In recent years the Republican party in Iowa has called platform meetings several weeks before the state convention. Each congressional district selects a member of a platform committee just after the county conventions.

People and organizations are asked to present their ideas about what should be in the state platform to this committee. The committee then drafts proposed platform planks that are turned over to the formal resolutions committee of the convention.

Before the convention gets under way, the people from your county meet with the delegates from all the other counties in your congressional district. At this district caucus they pick one man and one woman to serve on the state central committee. They also pick people to serve on the different convention committees, such as resolutions.

At the state convention in the years when we elect a president, the delegates name the people who serve as presidential electors. If your party's candidate for president carries the state, he gets all of the state's electoral votes. The presidential electors named by your party's state convention are the people who cast these votes officially.

Judicial Conventions

In the primary election you can't vote for your party's candidates for judges of the district courts or judges of the state supreme court. The men who run for these offices on your party's ticket are chosen by special judicial conventions.

A judicial district convention names your party's candidates for district judges; this convention meets shortly after the county convention. A state judicial convention names the men who will run for judges of the state supreme court; this convention meets shortly after the state convention.

The regular county convention names the people who will represent your county at each of these meetings. Your county convention also names your county's members on the judicial district central committee. This committee sets the time and place for the district convention; it also decides how many people each county in the district can send.

Your county can send as many delegates to the state judicial convention as it sends to the regular state convention. This number is set by the state central committee.

These special conventions nominate your party's candidates for judges of the district courts and judges of the state supreme court. They don't draw up any platforms; they don't send people to

other conventions; they don't name members of any party committees. They have just one job to do, but that's a very important one: naming the men who run for election as judges.

NAMING YOUR PARTY'S CANDIDATE FOR PRESIDENT

IN THE PRIMARY you can't vote for your party's candidate for president. In some states the voters can express their choice in a presidential primary; the Iowa law does not provide for such an election.

However, you can have a voice in saying who will be your party's candidate for the nation's highest office. It will take a little time and effort on your part. Many people think it's worth the extra time and bother—just to have something to say about who their party's candidate for president will be.

Every four years the two major parties in Iowa have a series of special meetings. First there are meetings in every precinct in the state. Then there are county conventions. Then a state convention that names the Iowa delegates to the party's national convention.

At the national convention of each party the candidates for president and vice president are chosen; there the party's national platform is written. The national convention, held every four years, is the most important party meeting.

The parties have set up these series of special meetings themselves; the state law does not have anything to say about these meetings.

Don't confuse these special conventions with the regular county and state conventions the parties have every two years; the meetings we're talking about now are completely separate; they are a different matter entirely.

In Iowa the system for naming delegates to the national conventions is pretty much the same for both parties. Both plans are based on custom and tradition. There are some slight differences in the way the two plans work, but for practical purposes they are the same for both parties.

The national conventions usually meet in July; the process for naming the people who will attend the conventions begins way back in March, perhaps earlier.

Let's take a look at how this system works. Let's suppose that you have made up your mind who you would like to see run for president on your party's ticket. Maybe you have a few ideas about what ought to be put in the party's national platform.

Precinct Caucus

First you go to your precinct caucus. Any party member who lives in your precinct may go to the caucus. If you have voted your party's ballot in the primary, there should be no question about your party membership.

Now if you haven't voted in a primary in the precinct where you now live, you may have problems; the other party members in your precinct might not think that you are a member of the party.

In that case you had better get this matter cleared up before the caucus meets. Find out who your precinct committeeman is; talk to him and convince him that you are a party member in good faith.

Another thing you can do before the caucus is to talk with other party members in your neighborhood. Try to line up support for the man you would like to see named as your party's candidate for president. Urge the people who agree with you to come to the caucus.

In the Democratic party, the state central committee recommends a final date for holding precinct caucuses. The county chairman in each county sets the date for caucuses in his county; this date cannot be later than the date set by the state committee.

All caucuses in the state are held on the same date for Republicans; the Republican state central committee sets this date. County chairmen decide the hour the caucuses should meet.

In both parties the precinct committeeman is in charge of the caucus in his precinct. He calls the meeting together and presides over the meeting.

To find out where and when your caucus will meet, watch the newspapers. If you have any questions, get in touch with your precinct committeeman.

At the precinct caucus you want to make sure that the people your precinct sends to the county convention are in favor of your man. Precinct caucuses are friendly neighborhood gatherings; don't be afraid to speak out.

Remember, the majority rules; if most of the people at the caucus agree with your point of view, you can send people to the county convention who will back your man and your views.

The county committee will say how many people your precinct can send to the county convention. The number each precinct can send is fixed by ratio: for example, the committee may say one delegate for every 50 votes cast for the party's candidate for governor in the last general election.

PRESIDENTIAL CONVENTION SYSTEM

Every four years - based on custom and tradition - not set up by state law

PRECINCT CAUCUS

Usually held in March
date set by state and
county committees
meetings in every precinct
.... select delegates to
county convention.

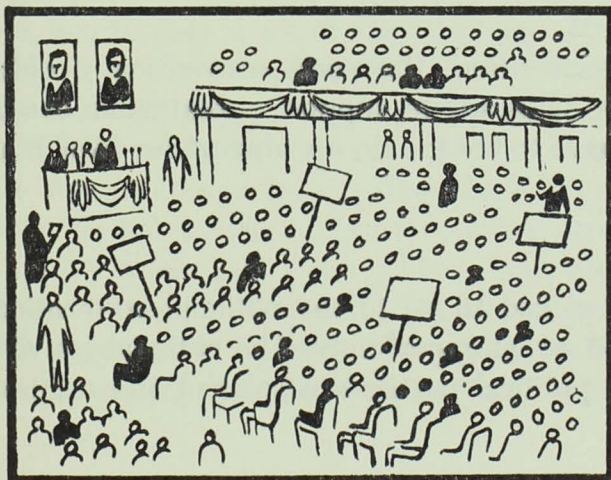
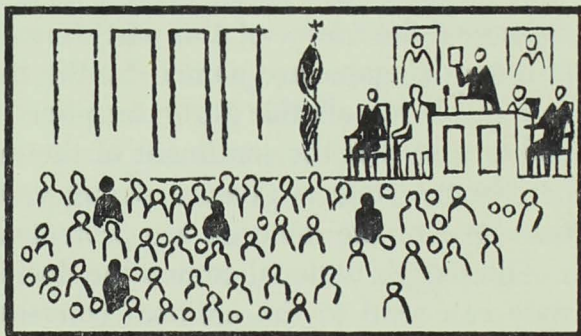


COUNTY CONVENTION

Usually meets in March
or April date set by
state committee... delegates
from each precinct in
county.. select delegates
to state convention.

STATE CONVENTION

Usually meets in April or
May date set by state
committee delegates
from every county
select delegates to national
convention.



NATIONAL CONVENTION

Usually meets in June or
July date set by
national committee
delegates from every state
... nominate candidates
for president and vice-
president
write national platform.

Picking the people to represent the precinct at the county convention is the most important job of the caucus. Let's suppose you are one of those picked to go to the county convention.

County Convention

The main job of the county meeting is to name the county's delegates to the state convention. So you try to get the convention to name people who favor your choice for president. The convention may vote to instruct its delegates to support one candidate. Or they can send people who are not pledged to any candidate.

The state committee sets the date of the county conventions and decides how many people each county can send to the state convention. As for the county convention, this is done by ratio.

State Convention

Let's suppose you are picked to go to the state convention. There the state's delegates to the national convention are named. First the people from your county meet with the people from the other counties in your congressional district. Each of these district caucuses names two delegates and two alternate delegates to the national convention. Then the whole convention names the delegates at large and their alternates.

The district delegates, named by the district caucuses, are to represent the views of the party members in each district. The at-large delegates are named by the full convention so that they can speak for all the party members in the state. This system makes sure that the sentiment of the majority of the party members in the state is given a strong voice. And at the same time the views of the minority are protected and given expression.

The party's national committee decides how many people each state can send to the national convention. They do this on the basis of rules laid down by past national conventions. The two parties have different schemes for figuring out how many people each state sends.

As at the county convention, the state convention decides whether to instruct its delegates to support a particular candidate. Here again you have to try to line up support for your man and your point of view.

National Convention

Maybe you will be picked to go to the national convention. This is a real honor and a real opportunity. The national conventions of our two great political parties are colorful and exciting

meetings. And every four years one of them names the man who becomes our next president.

The national convention names your party's candidates for president and vice president. It also writes the party's national platform. The platform is supposed to state the party's beliefs; it states the program the party will try to put into effect if its candidates are elected.

As a delegate to the national convention you can have a strong voice in naming your party's candidate for president. You can have something to say about what goes into the platform. Even if you aren't there in person, you have had a voice in these important matters—if you went to your precinct caucus.

The caucus is the key meeting in the whole series; it's the grass roots meeting. Every party member should go to the caucus in his precinct and speak his piece. As a party member, you should go to every precinct caucus. It's your chance to see that the people who represent you at all other meetings of your party—including the national convention—speak for your point of view.

WHAT'S IT LIKE TO BE A POLITICIAN?

WHAT DOES a politician do? What does it cost him in time and money? Why is he active in politics?

Let's take the case of the man who might be your precinct committeeman. Politics is just a part time activity with him; he doesn't hold any public office. He makes his living at his regular job or business. He doesn't get any money for his work in politics.

Remember that you elect your precinct committeeman in the primary; he's elected by the party members in your precinct.

First off, your committeeman is the party leader in your precinct; he's responsible for party activities in your neighborhood. He's the man you talk to about party business.

And if you're a regular party member, the committeeman may come to you: he may invite you to attend party meetings; he may ask you to help work in the campaign. He may ask whether you want to make a contribution to the party's campaign fund. He may ask for your opinions about campaign issues or candidates.

This man is also a member of your county central committee. He attends committee meetings; he helps pick your county chairman; he helps plan and carry out the campaign in your county.

A few weeks before the primary your committeeman may call a precinct caucus. All party members in your precinct may attend this meeting. Here they may select a list of delegates to the county convention; the names of these people are printed on slips

of gummed paper. These are passed out to voters of your party on primary election day.

Probably your committeeman and committeewoman will be among your precinct's delegates to the county meeting. They may help nominate a candidate for a county office, if no candidate was nominated in the primary. And they help select your county's delegates to the state convention and the judicial conventions.

Perhaps your committeeman may be named a delegate to the state convention. There he will have a voice in naming your district's members of the state committee; he may help select a candidate for a state office, if no candidate got enough votes in the primary. He will have a voice in writing the state platform.

In presidential election years, there is another series of caucuses and conventions. Your committeeman will take part in the precinct and probably the county meetings; he may attend the state and even the national conventions.

During every election campaign there are many other meetings that your committeeman probably will attend. These are campaign meetings, dinners and rallies of all sorts: precinct, county, district and state meetings. He will take part in planning and conducting precinct and county meetings and rallies.

Also, your committeeman probably will be expected to make a contribution to the party's campaign fund.

So you can see that being a politician costs your precinct committeeman a good deal in time and money. Why does he do it?

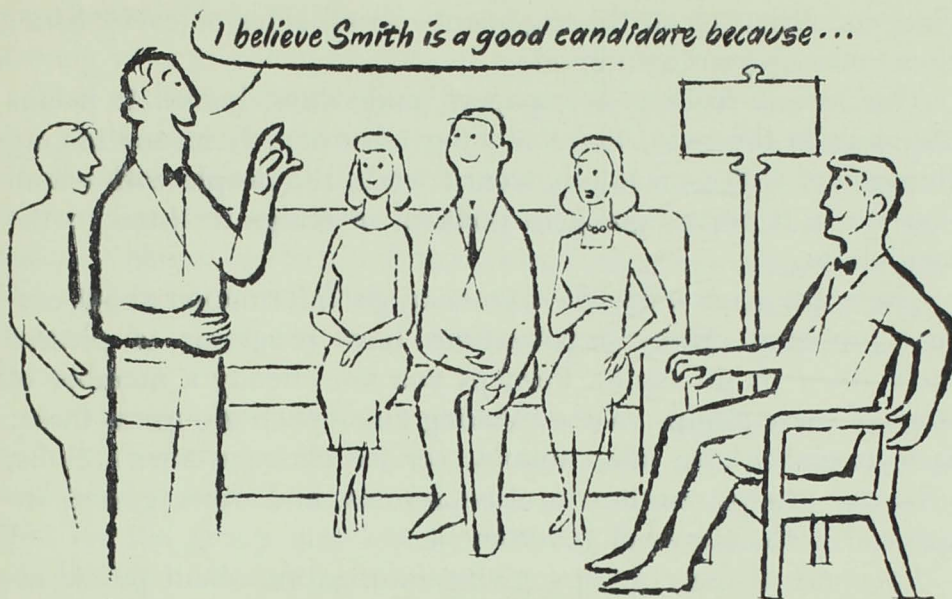
First of all, because he has a much greater voice in what our government does. He has more to say about who the candidates—and the elected officials—are; he has more to say about what goes into the party's platform. His influence on party—and governmental—policies is much greater than the person who only votes in the general election and takes no further interest in politics.

Also, through party activities, your committeeman has a chance to become acquainted with higher party officials, and with candidates and elected officials. He can call these people by their first names, and express his views to them personally.

Many people feel that political activity is an important public service. They believe that it is a duty they owe their community to take part in politics as actively as they can.

Partisan politicians believe in the principles of their party; they are willing to work hard to see that those ideas are put into practice.

Let's not forget that politics is a great game, and that politics can be a lot of fun.



How to be an Effective Citizen

Do YOU WANT to have a strong voice in your government? Do you want to have something to say about what your government does, how your tax money is spent? Do you want to have a chance to pick the people who run your government? Are you interested in how good a job they do?

So far we've talked about the two most important things you can do to make your voice heard:

Vote in all elections!

Belong to a political party; take part in its activities; help pick the people who run for office on its ticket!

All along we've been taking something for granted: before you do any of these things there's something else you have to do first. Before you go to vote, you have to decide for whom you're going to vote. Before you join a party or take part in any of its activities, you have to decide which party you want to join; you have to find out how the parties stand on basic issues; you have to make up your mind about what you think the party of your choice ought to stand for.

Be Informed About Issues and Candidates

To be an effective citizen you have to be an informed citizen. You've got to know what's going on in the world; you've got to keep up with the news of the day. You have to study the problems facing your community, your state, your nation. You should

read and listen to all the arguments on all sides of every issue; then make up your own mind.

This means reading newspapers, magazines, books. It means listening to the radio and watching television. It means talking things over with your family, your friends, the people with whom you work. It means going to political meetings to listen to the candidates.

There are many other ways you can get information about current problems. Many organizations have programs to present facts about public issues. Perhaps you are already a member of some of these groups. We're thinking about such groups as these: farm organizations; labor unions; service clubs; women's clubs; veterans' groups; adult education forums, and other groups interested in the affairs of government.

For most of these groups, giving information about public affairs is just one phase of their program. Nearly all of them are non-partisan and non-political. That is, they do not endorse the stand or candidates of any political party. However, many of these groups urge their members to vote and take part in political activities.

Many of these groups just talk about public issues; they don't try to take any action. However, some of these groups take stands on certain issues and try to get action.

Through joining groups like these and going to their meetings you can learn a lot about public problems and issues. You have a chance to hear interesting speakers; you have a chance to talk about current events with other members of the group.

We mentioned that some of these organizations take stands on issues and try to get action on them. Some trade and business organizations do the same thing. For example, they try to get laws passed that they think will benefit the members of their group. Here's how this works:

First, the members of the group discuss their common problems. They decide what stand the group as a whole ought to take on issues that interest the members. They decide what course of action has the best chance of getting the results they want.

Sometimes these groups put on publicity campaigns to tell their story to the public. Often they urge their members to write to their congressmen or legislators. Finally, they may hire lobbyists to go to Des Moines or Washington to talk to the members of the legislature or congress.

This is another step you might want to take toward being an effective citizen. By joining with other people who have the same

problems or ideas that you have, you can work with them toward solving your problems or putting your ideas into effect.

This is the important thing to keep in mind: if you belong to one of these groups, be sure you take an active part in the group's discussions and actions. Go to meetings; make your voice heard. Make sure you have a voice in deciding what stand the group takes on issues. See to it that the actions the group takes are really the best thing to do. Make sure that the group's officers really represent the point of view of the majority of the group's members.

And always keep this in mind: sometimes there's a big difference between what is best for the members of a certain group and what is best for the state or the nation as a whole. What is best for the group may not be best for the whole state or the whole nation. And our government must represent all the people, not just some of them.

Write to Your Representatives

As an individual citizen, rather than a member of a group, here's something else you can do: Write to your congressman, your senators, your legislators. You elect these people to represent you; let them know what you think they ought to do.

You can be sure that your letters will be read. These people have to know what the people who elected them think; that's an important part of their job. They want to know what you and your neighbors think; this helps them decide how they should vote in congress and in the legislature.

Maybe you know some of your public officials personally; at least you might know the members of your city or town council and the members of your local school board. Talk over local problems with them; give them your ideas.

Here's something else: let these public officials know when you think they are doing a good job.

Run for Public Office Yourself

This is the final step in being an effective citizen: become a candidate for public office; perhaps you'll be elected and will be given the opportunity to serve in public office.

We say that any boy can grow up to be president. But of course only one person out of 160 million can be president at one time. Only one person out over two and a half million people can be governor of Iowa at one time. But there are many other chances to serve, and the odds on being elected to these other jobs are much better.

For example, many people are given the chance to serve as members of local school boards and city and town councils. These are important jobs; the voters of your community place a great deal of trust in the people who serve on school boards and the city or town council.

If you work hard at being a good citizen—if you are active in your political party—if you take part in civic groups—probably some day you will be asked to run for one of these offices.

Perhaps some day the members of your political party may ask you to be a candidate for a county office, or to run for the state legislature. After that, well, who knows how far you might go?

To become a candidate for public office, you have to comply with many details of the law. You have to file nomination papers; you have to have these papers signed by a certain number of voters; you have to file an affidavit as a candidate.

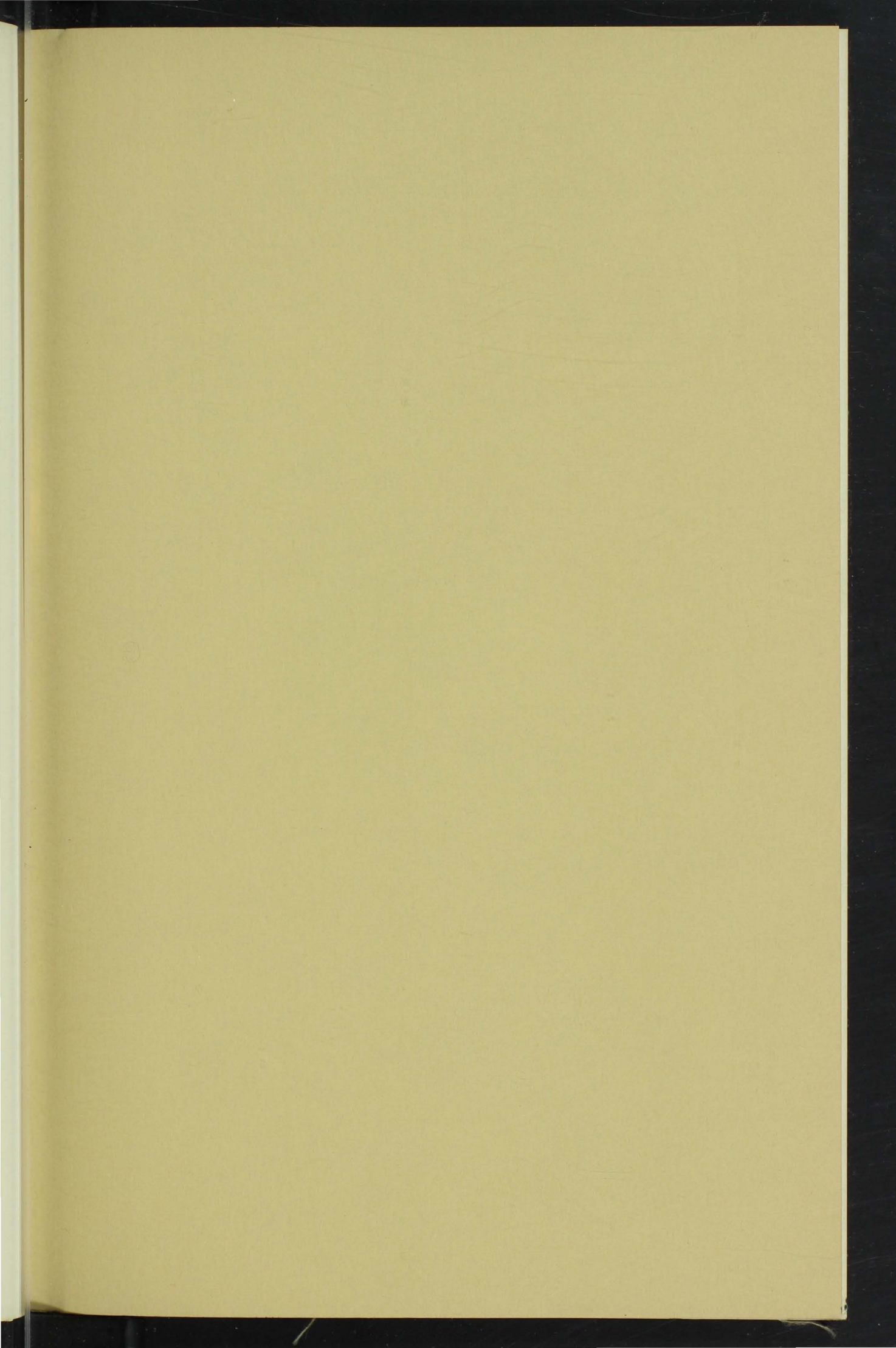
If you want to become a member of the school board, the secretary of the board can explain these details to you. If you want to run for a city or town office, the city or town clerk is the man to see. For a county office, talk with your county auditor. And to find out about the details of running for a state office, contact the Iowa Secretary of State's office for information.

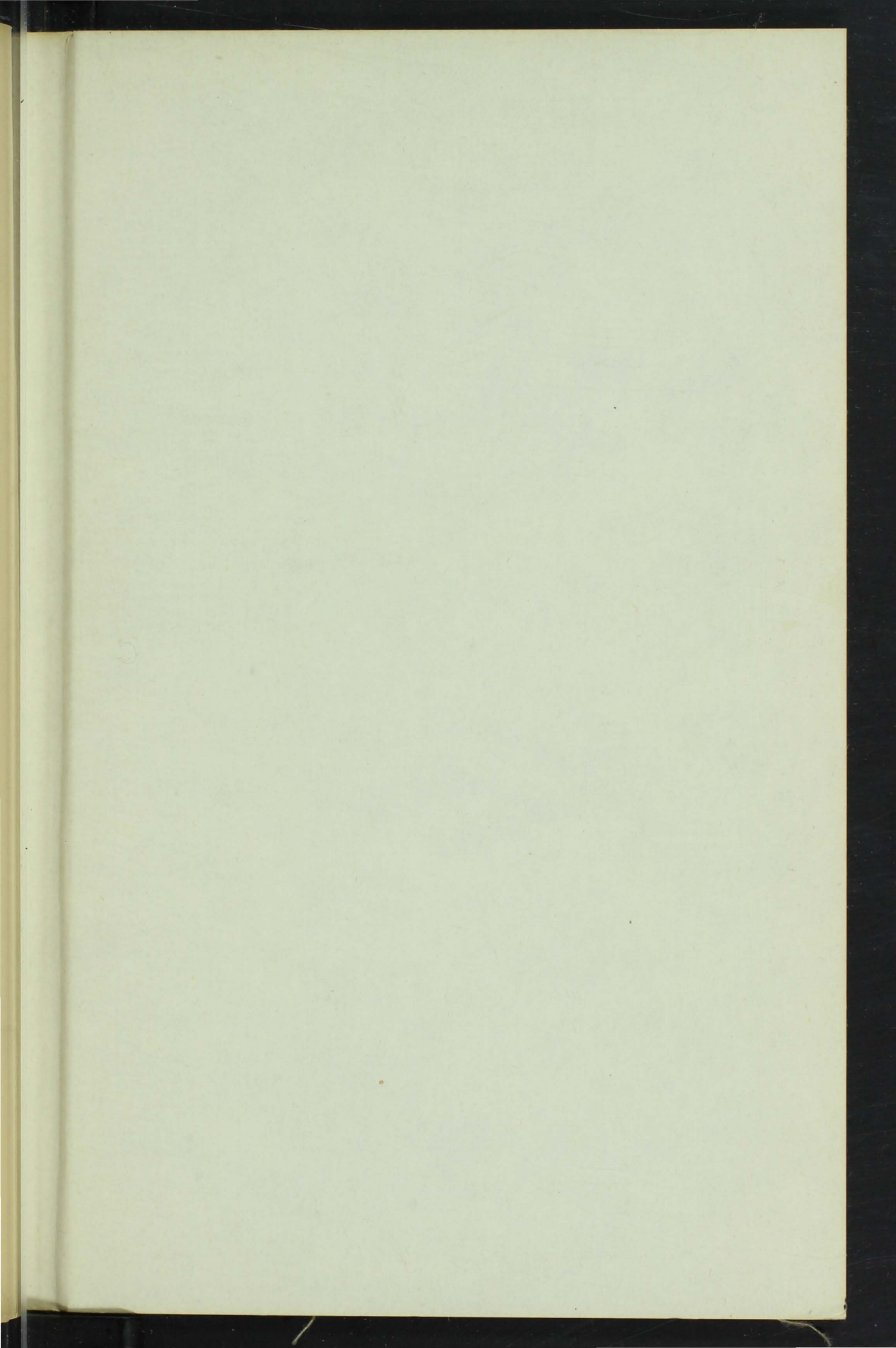
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Do you want to have a strong voice in your government? Then vote in all elections; join a political party and take part in its activities; join the local civic and service groups that interest you.

Let's put it this way: How strong a voice do you want in running your government? That's the question every citizen has to answer for himself; whether he knows it or not, he finds his own answer to that question.

It's all a matter of how much time and effort you want to spend. There are so many things you can do that help to make you an effective citizen; it boils down to just how much you want to do. How important is it to you to have a strong voice in your government?





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