

#13491

NEW Citizen Civic Handbook



**A Guide to our
History,
Government,
Education,
and Voting**

*....of the people,
by the people,
for the people.....*

#13894



STATEHOUSE

CHESTER J. CULVER
IOWA SECRETARY OF STATE

DES MOINES, IA 50319



Dear Iowan,

It is a pleasure to present the *New Citizen Civic Handbook: A Guide to our History, Government, Education and Voting*. This handbook discusses how the United States was formed, the structure of the federal, state and local governments, citizens' involvement in the election process, and Iowa's voting process.

As commissioner of Elections and State Registrar of Voters, it has been my goal to establish educational programs to improve and increase voter awareness and participation. Additionally, in 2002, Congress passed the Help America Vote Act (HAVA) that mandates states to improve training and voter education. Today, we can proudly say we are well on our way to achieving these goals.

We have developed the *New Citizen Civic Handbook* that will assist Iowans of diverse cultures in becoming more knowledgeable about the benefits and responsibilities of citizenship.

The *New Citizen Civic Handbook* is designed to be an interactive training manual for new Iowans, although it may well serve as a useful tool for all Iowans.

Thank you for your interest and effort in learning more about our government. We believe that you will find this handbook useful today and in the future.

Sincerely,

A handwritten signature in black ink that reads "Chet Culver".

Chet Culver
Iowa Secretary of State

ACKNOWLEDGEMENTS

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TABLE OF CONTENTS

Chapter 1 - The United States	Page 5
Presidents of the United States	6
Bill of Rights	7
Chapter 2 - The Three Branches of Government	Page 9
Executive Branch	10
Legislative Branch	11
Judicial Branch	11
Chapter 3 - The States	Page 13
The State of Iowa	14
Iowa State Office Buildings	16
Chapter 4 - Local Government: County and Municipal	Page 19
County Government	19
Local Government	21
Chapter 5 - The Educational System in Iowa	Page 23
School Boards	23
Area Education Agencies	24
Post-Secondary Education	25
Board of Regents	25
Chapter 6 - Benefits and Responsibilities of Citizenship	Page 27
Citizens' Involvement in the Election Process	28
Chapter 7 - Voting in Iowa	Page 31
Voting on Election Day	34
Voter Rights and Responsibilities	35
Voting Quiz	Page 37
Glossary	Page 38
How to Reach Your Elected Officials	Page 40
Appendices	Page 41

Chapter

1

The UNITED STATES: A Sovereign Nation and a Representative Democracy

Our country began when the thirteen original American colonies, owned by the British Empire, had a disagreement with Great Britain on how the American colonies should be governed. This conflict resulted in the Revolutionary War in 1775-76. The colonists won the war and efforts soon began to form a government for the new nation, the United States of America.

On July 4, 1776, the founders of the new country wrote a “Declaration of Independence” listing grievances and forming the United States of America. Thomas Jefferson and others drafted the Declaration. In it, they stated, ***“All men are created equal; that they are endowed by their Creator with certain unalienable rights; that among these are life, liberty, and the pursuit of happiness.”***



The most famous and well-remembered of the founders are **George Washington**, General of the Revolutionary Army and first U.S. President; **Thomas Jefferson**, the first Secretary of State of the United States and, later, the

third U.S. President; **John Adams**, first U.S. Vice President and second U.S. President; **Alexander Hamilton**, first U.S. Secretary of the Treasury; and **Benjamin Franklin**, who served as an ambassador, traveling to other countries for many years on behalf of the U.S. Government.

To form a new nation, it was necessary to establish a system of government. In 1781, the thirteen states set up a federal government under the Articles of Confederation. The Articles established and directed Congress and gave it the power to declare war and manage foreign affairs, but did not allow the government to collect taxes, regulate trade and commerce, or otherwise direct activities of the states. For financial resources, all Congress could do was ask each state to contribute its fair share to pay the bills. Because the federal government could not collect taxes, could not regulate trade and had no provisions for national defense, some felt another way to meet those needs was required.

Discussion Point >

Each country has its own history.
What do you know about the history
of your country of origin?

Share your knowledge with the class.

To make the government stronger, a group of delegates, representing the thirteen states, gathered in Philadelphia's Independence Hall to write a constitution. On September 17, 1787, the U.S. Constitution was drafted, replacing the Articles of Confederation. The Constitution was ratified in 1788, establishing the basic framework of the U.S. Government. It created a federal system, in which political power is divided between the national government and the individual state governments.

Federal Government

The national government is sometimes called the Federal Government. The Constitution created three separate branches of government — the legis-

lative, executive and judicial branches — to share the work of creating, enforcing, and interpreting the laws of the nation. Congress, the President, and the Supreme Court of the United States represent the three branches.

The federal government of the United States is responsible for meeting the needs of the people that are not being met by the states. Through the Constitution, Americans give authority to the federal government to represent, serve, and protect the American people at home and abroad. According to the Constitution, the national government's purpose is to "establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty".

Presidents of the United States

- 1 George Washington, 1789-97
- 2 John Adams, 1797-1801
- 3 Thomas Jefferson, 1801-9
- 4 James Madison, 1809-17
- 5 James Monroe, 1817-25
- 6 John Quincy Adams, 1825-29
- 7 Andrew Jackson, 1829-37
- 8 Martin Van Buren, 1837-41
- 9 William Henry Harrison, 1841
- 10 John Tyler, 1841-45
- 11 James Knox Polk, 1845-49
- 12 Zachary Taylor, 1849-50
- 13 Millard Fillmore, 1850-53
- 14 Franklin Pierce, 1853-57
- 15 James Buchanan, 1857-61
- 16 Abraham Lincoln, 1861-65
- 17 Andrew Johnson, 1865-69
- 18 Ulysses Simpson Grant, 1869-77
- 19 Rutherford Birchard Hayes, 1877-81
- 20 James Abram Garfield, 1881
- 21 Chester Alan Arthur, 1881-85
- 22 Grover Cleveland, 1885-89
- 23 Benjamin Harrison, 1889-93
- 24 Grover Cleveland, 1893-97
- 25 William McKinley, 1897-1901
- 26 Theodore Roosevelt, 1901-9
- 27 William Howard Taft, 1909-13
- 28 Woodrow Wilson, 1913-21
- 29 Warren Gamaliel Harding, 1921-23
- 30 Calvin Coolidge, 1923-29
- 31 Herbert Clark Hoover, 1929-33
- 32 Franklin Delano Roosevelt, 1933-45
- 33 Harry S Truman, 1945-53
- 34 Dwight David Eisenhower, 1953-61
- 35 John Fitzgerald Kennedy, 1961-63
- 36 Lyndon Baines Johnson, 1963-69
- 37 Richard Milhous Nixon, 1969-74
- 38 Gerald Rudolph Ford Jr , 1974-77
- 39 James Earl Carter, 1977-81
- 40 Ronald Wilson Reagan, 1981-89
- 41 George Herbert Walker Bush, 1989-93
- 42 William Jefferson Clinton, 1993- 2001
- 43 George W. Bush, 2001- present

The Bill of Rights

The Bill of Rights represents the first ten amendments of the Constitution that were adopted shortly after the Constitution was ratified. These are rights guaranteed to citizens:

- Freedom of religion, speech, and press; the right to assemble; and the right to petition the government for redress of grievances.
- The right to keep and bear arms.
- The right, in time of peace or war, to forbid soldiers to live in any house without permission from the owner.
- The right of people to be secure in their persons, houses, papers, and effects against unreasonable searches and seizures.
- The right against self- incrimination (being forced to admit to a crime).
- The right to a speedy and public trial, the right to face your accuser and the right to have your own lawyer when you are charged with a crime.
- The right to trial by an impartial jury of your fellow citizens in the state and district where the crime took place.
- The right against too much bail; being required to pay fines that are too large; and cruel and unusual punishment.
- Unlisted rights: when a right is not listed in the Bill of Rights, this does not mean unlisted rights are taken away.
- State Sovereignty. All powers not given to the federal government in the Constitution are kept by the states, which make their own sets of laws for many things that affect Americans, including health care, education, transportation, and public safety. This system is called “federalism.”

Citizens Fight for the Right to Vote

Citizens also have the right to vote and to help in elections. In the beginning only white male land-owners could vote. For purposes of representation in Congress, each slave was counted as only three-fifths of a person. Following the bitter American Civil War, three Constitutional amendments were added that gave male former slaves citizenship and voting rights. For women the fight was a longer one. Women “suffragists” protested and organized to ask the government for their most basic right, the right to vote. They won. In 1920 the 19th Amendment to the Constitution finally guaranteed women that right.

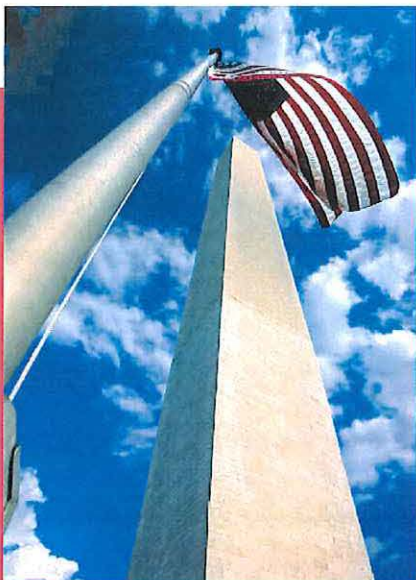
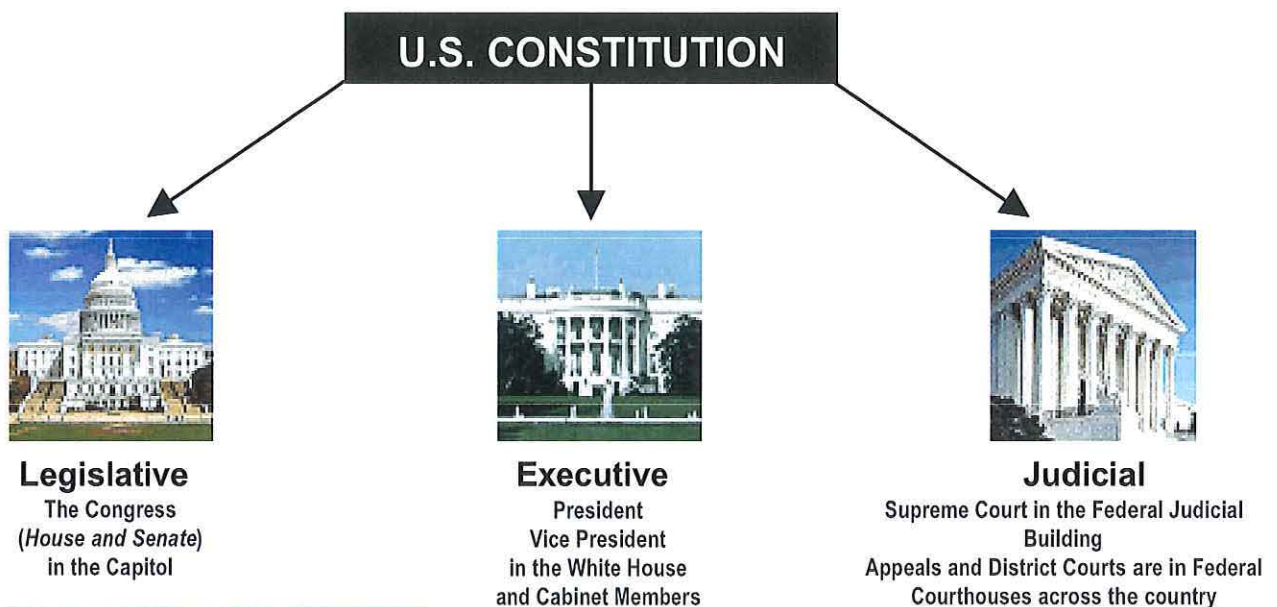


Chapter 2

The THREE BRANCHES of GOVERNMENT

The Constitution provides for three branches of government: the Executive, headed by the President; the Legislative, made up of the two houses of Congress; and the Judicial, or Court system.

One way to make sure that the government does not become too powerful is to divide power among parts of the government. In this way, no single person or group can gain enough power to ignore the people.



WASHINGTON MONUMENT
in Washington D.C.

Discussion Point >

Divide into 3 groups; 1 group for each of the three branches of government.

Discuss and list the duties and responsibilities of each branch.

1 The Executive Branch

The **Executive Branch** carries out the laws. It is made up of the President, the Vice President, and the Cabinet. Currently, the Cabinet is made up of the heads of the following departments: Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Housing and Urban Development, Interior, Justice, Labor, State, Transportation, Treasury, Veterans' Affairs and Homeland Security. Cabinet members give advice to the President and are responsible for all work for the country that has to do with their department.

The President is the chief executive of the United States and has the following responsibilities:

- Conducting official ceremonies on behalf of the U.S. government.
 - Enforcing the laws.
 - Designing foreign policies.
 - Administering the federal government.
 - Appointing members of the cabinet.
 - Setting the stage for domestic public policies.
- Commanding the nation's armed forces. (Army, Navy, Marines, Air Force, Coast Guard).
 - Submitting annual budget proposals to Congress.
 - Appointing judges, cabinet members and ambassadors.
 - Informing Congress from time to time about the State of the Union.

Qualifications for seeking the Presidency:

- Must be a natural-born citizen of the United States
- Must have lived in the country at least 14 years prior to seeking the Presidency
- Must be at least 35 years of age

The U.S. Constitution also has a provision for a Vice President. The Vice President presides over the Senate and stands ready to take on the President's job in case the President cannot complete the term of four years. If both the President and Vice President were unable to carry out the duties, a chain of succession passes the office of President to the Speaker of the House and then to members of the Cabinet.

2 The Legislative Branch

The **Legislative Branch** has two bodies, the Senate and the House of Representatives. It makes the laws and establishes public policy. The Senators and the members of the House of Representatives together make up the U.S. Congress. The Senate is made up of one hundred members, two elected senators from each state. The U.S. House of Representatives is made up of four hundred and thirty-five members who are elected, based on population, from the congressional districts in each state. (Iowa has two Senators and, currently, five members of the House of representatives representing us in Washington, D.C.) The citizens in the congressional districts elect the U.S. House members to two-year terms and the citizens in the entire state elect Senators to six-year terms.

Qualifications for seeking a House seat:

- Must be a citizen of the United States for at least seven years preceding election
- Must be a resident of the state on the day of the election
- Must be at least 25 years of age

Qualifications for seeking a Senate seat:

- Must be a citizen of the United States for at least nine years preceding the election
- Must be a resident of the state on the day of the election
- Must be at least 30 years of age

3 The Judicial Branch

The **Judicial Branch** interprets the laws of the land and settles disputes among the states and, in some cases, between individuals. It also reviews laws made by Congress and the states to decide whether they are in line with the Constitution. The U.S. Judicial Branch is made up of several courts, including the U.S. Supreme Court. The Supreme Court has nine judges who are called justices. The President of the United States makes lifetime appointments to *all* judges serving in the federal courts.

The United States Federal Courts



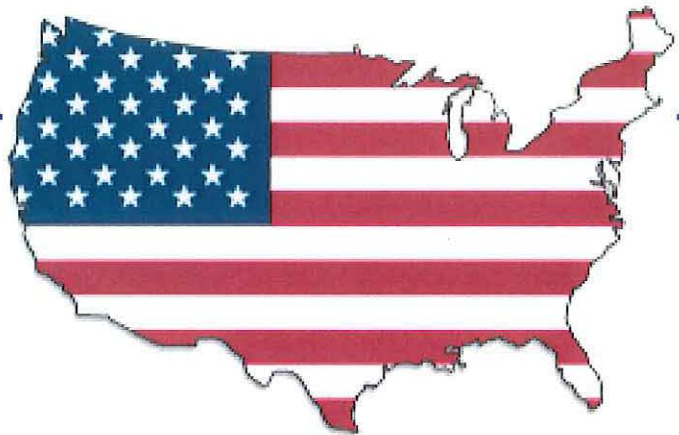
There are 13 Appeals Courts under the Supreme Court and currently 94 federal District Courts throughout the country.

Chapter 3

The STATES

Each of the 50 states has the right and responsibility to:

- Control trade within its borders.
- Control education within its borders.
- Create local governments.
- Set requirements for elected state officials.
- Create laws about marriage and divorce.
- Set rules for professional licenses.



The 50 States

In the beginning the United States had only 13 states. Now, the U.S. has 50 states. It includes 48 connected states and 2 other states: Hawaii and Alaska. Washington D.C., the seat of national government, has never been part of a state. Its residents cannot elect **voting** representatives to Congress. They are allowed to vote for President. The U.S. also has four territories: Guam, U.S. Virgin Islands, American Samoa, and Puerto Rico. The residents of these territories elect **non-voting** representatives to Congress, but they cannot vote for the U.S. President. Washington D.C. also has an elected **non-voting** representative in Congress.

State Government Structure

The states have the same structure of government as the federal government — the Executive, Legislative and Judicial branches. In each state legislature there are two legislative bodies — the Senate and the House (sometimes called *the Assembly*). One state, Nebraska, has a “unicameral” legislature, with only a single body. There is no House or Senate in Nebraska — just one group of elected people.

The STATE of IOWA



*"Our liberties we prize and
our rights we will maintain"*

The State of Iowa joined the Union in 1846. The current Iowa Constitution was adopted in 1857, giving authority to the state's Executive, Legislative and Judicial branches of government. The legislative branch makes the laws, the executive branch enforces the laws, and the judicial branch interprets the laws.



Iowa State Capitol

The Executive Branch

The Governor is the chief executive of Iowa, heading the executive branch and having the following responsibilities:

- Ensuring that the laws are followed.
- Supervising the business of the state and making recommendations to the General Assembly (the Legislative Branch).
- Issuing a "veto" or stopping certain acts passed by the General Assembly, when thought to be necessary.
- Calling special sessions of the General Assembly.
- Appointing citizens to serve as non-elected heads of state departments.
- Appointing citizens to serve on state boards and commissions.

Qualifications for seeking the Governorship:

- Must be a citizen of the United States.
- Must be a resident of the state for at least two years.
- Must be at least 30 years of age or older at the time of the election.

The Iowa Constitution also requires an Office of Lieutenant Governor. The Lieutenant Governor is a member of the Executive branch and stands ready to succeed the Governor in case the Governor cannot complete the term of four years (due to death, impeachment or resignation).

Iowa became
a state in 1846

Iowa has
99 counties

Iowa is bordered
by 6 other states

Iowa's capital
is Des Moines

Iowa has 3 state
universities

Iowa is in the
"Midwest"

Iowa is named
for an American
Indian tribe

Iowa's
website is
www.iowa.gov

Other elected officials within the Executive Branch are as follows:

- Attorney General
- State Auditor
- State Treasurer
- Secretary of State
- Secretary of Agriculture

Within the Executive Branch, there is an Executive Council made up of the Governor, the State Treasurer, the Secretary of Agriculture, the State Auditor and the Secretary of State. The Executive Council meets regularly to act upon the many state activities that are not legislative or judicial in nature.

The Legislative Branch

This branch, the General Assembly is made up of the Senate and the House of Representatives. In Iowa, membership includes 50 senators and 100 representatives. The citizens elect House members to two-year terms and Senate members to four-year terms. Each Senate District contains two House Districts, and the districts are divided up so that an equal number of people live in each district. The General Assembly begins its yearly business on the second Monday in January. It usually finishes work in late April or early May. The Governor, in unusual circumstances, can call the General Assembly to meet in a special session after the regular session is over.

Qualifications for the General Assembly

- Must be a citizen of the United States.
- Must live in Iowa for at least one year, and live in the district for 60 days before the election.
- Must be at least 21 years of age to run for the House of Representatives.
- Must be at least 24 years of age to run for the Senate, as long as the 25th birthday occurs before taking office.

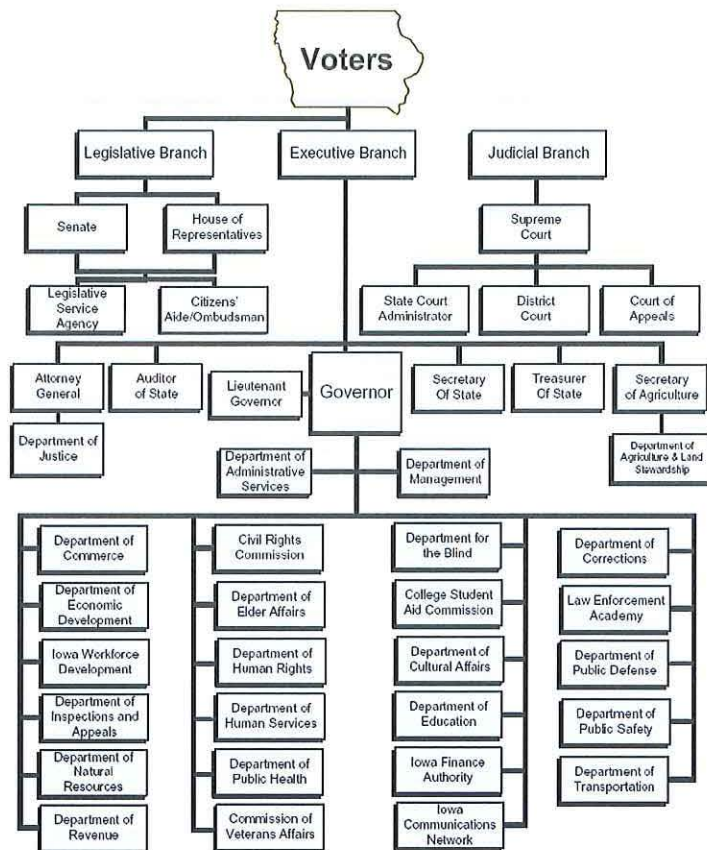
The Judicial Branch



The Judicial Branch of the State is made up of a Supreme Court, a Court of Appeals, and eight District Court judicial districts. Within each District Court there are four types of judicial officers: district judges, district associate judges, associate juvenile judges, and magistrates.

The Governor appoints all judges with advice from Judicial Nominating Commissions. In order to retain his or her position, a sitting judge is subject to a vote of the people in general elections. The County Magistrate Appointing Commission appoints county magistrates; these are not elected positions.

State of Iowa Organizational Chart



IOWA'S STATE OFFICE BUILDINGS



State Capitol



Grimes Building



(Ola Babcock) Miller
Building



Jessie Parker Building



Work Force Development



Judicial Building



Lucas Building



Wallace Building



Hoover Building

State Office Building Locations



Alcoholic Beverages Office & Warehouse	1918 S.E. Hulsizer, Ankeny
Building and Grounds Maintenance	109 S.E. Thirteenth Street
Camp Dodge	7700 N.W. Beaver Drive, Johnston
Capitol Center	600 East Court Avenue
Central Energy Plant	110 S.E. Thirteenth Street
City View	1200 University Avenue
Clemens Building	200 Tenth Street
D.O.T. Complex	800 Lincoln Way, Ames
East Grand Office Park	100/200 East Grand Avenue
Federal Building	210 Walnut Street
<i>Grimes Building</i>	400 East Fourteenth Street
Historical Building, New	600 East Locust Street
Holmes Murphy Building	420 Watson Powell Jr. Way
<i>Hoover Building</i>	1305 East Walnut Street
Insurance Exchange Building	505 Fifth Avenue
Iowa Department for the Blind Building	524 Fourth Street
Iowa Public Television	6450 Corporate Drive, Johnston
IPERS Building	7401 Register Drive
<i>Jessie Parker Building (Vocational Rehabilitation)</i>	510 East Twelfth Street
<i>Judicial Building</i>	1111 East Court Avenue
Knapp Building	3600 Douglas Avenue
Liberty Building	418 Sixth Street
Iowa Lottery Building	2323 Grand Avenue
<i>Lucas Building</i>	321 East Twelfth Street
<i>Miller Building</i>	1112 East Grand Avenue
Park Fair Mall	100 East Euclid Avenue
Records and Property Center	E. Seventh St and Court Ave
River Hills Business Complex.....	400 SW Eighth Street
River Point Business Park	401 SW Seventh Street
Scandia Building	514 East Locust Street
<i>State Capitol</i>	1007 East Grand Avenue
Terrace Hill (Home of the Governor).....	2300 Grand Avenue
<i>Wallace Building</i>	502 East Ninth Street
<i>Workforce Development</i>	1000 East Grand Avenue
.....	150 Des Moines Street
.....	430 E Grand Avenue

Chapter 4

LOCAL GOVERNMENT: County and Municipal



The Role of Local Government

Local government exists to serve residents like you in your community, whether you are a citizen or not. Even though the decisions made by the federal and state governments are important and affect everyone in the community, it is the local government that deals directly with you, and the level of government where residents can have the greatest influence on decisions that affect them.

Many problems can be dealt with effectively at the local level, especially if you join together with other people and organizations that share your problems and concerns.

Local government consists of many elected and appointed officials and agencies that are responsible for different issues faced by residents. Local governments usually include cities, counties, and school districts. As a community member it is your right and responsibility to make sure your local county, city and school district governmental bodies are doing their jobs to serve you and other residents.

County Government

There are 99 counties in Iowa. Population sizes range from quite small (Adams County pop. 4,371) to quite large (Polk County pop. 388,606). The county is a larger land area than a city, and has many cities within it.



In Iowa the people elect county officials: the Board of Supervisors, the Recorder, the Auditor, the Treasurer, the Attorney, and the Sheriff. The Board of Supervisors is the governing body, and its elected members can represent districts or the entire county population. The Board of Supervisors consists of three or five members; the board meets frequently to talk about and vote on county business. A part of the Board's duties is appointing citizens to county boards and commissions that study specific matters and recommend action on these to the Board of Supervisors.

County governments oversee services and issues that are important to the well-being of county residents, such as health and welfare, the courts, public safety, taxes, zoning, roads, and elections. There are approximately 13 departments within each county government.

The functions and services of counties are:

- Assisting with state government services, such as the issuing of vehicle and drivers' licenses, and marriage licenses.
- Delivering services that are of a local nature, such as maintaining county roads, and assisting with human or social needs. These include treatment for mental illness, health care for poor people, services for people who have a disability, and public transportation.
- Conducting all elections everywhere in the county.
- Internal administrative functions that the county performs for its own operation or for other local taxing bodies (city or school districts, for example) such as assessing property taxes.



Within the counties there are townships (the rural areas of a county not included in towns). There are 1900 townships in Iowa. The number of townships in a county ranges from 12 to 24. Township trustees are elected to watch over township operations. The trustees are responsible for emergency services including ambulance, care of cemeteries, and solving problems about property lines. The emergency system guarantees that, even if you don't live in town, you can dial the numbers '911' on any telephone and get help if you are hurt or the victim of a crime.

Most townships have three elected trustees and one elected clerk. Trustees are elected without political party affiliation (non-partisan office). Sometimes the county Board of Supervisors appoints the trustees and clerks.

Basic sources of money for counties are property taxes, local option sales taxes, state and federal revenues, and fees for licenses.

All county and township meetings are open to the public.

IOWA Cities

Local Government



There are 948 cities in Iowa. The number of people living in these cities range from quite small (Beaconsfield, pop. 11) to quite large (Des Moines, pop. 198,682).

Cities are led by one elected person, the mayor. The mayor is the chief executive official of a city, as the president is to the country, and the governor is to the state.

The City Council is the governing body of the city, as is the case with the U.S. Congress or State Legislature. These elected officials pass laws, decide on policies, manage city budgets, comply with legislative regulations, and maintain public safety, transportation and streets. In some cities, council members represent a particular neighborhood or district. In others they represent all residents in the city.

With the exception of one city (Davenport), all city elections in Iowa are non-partisan, with the mayor and council members elected without political party affiliation.

In addition to elected officials there are city agencies and departments that are responsible for the smooth running of the community and addressing concerns of the residents. These agencies and departments provide residents with services such as streets, water and sewer, police, fire, garbage removal, library, and parks. Often, city leaders appoint citizens to boards and commissions that deal with specific matters, such as housing needs, problems with the police, issues about children, youth and the elderly.

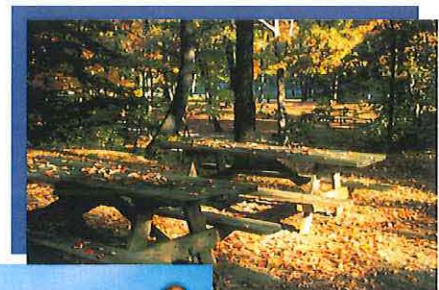
The basic sources of city money are property taxes, local option taxes, service fees, license and permit fees, and contracts with other local governments. Additionally, cities receive money from state and federal governments.

All city government meetings are open to the public.

Discussion Point >

What makes for a livable community?

Divide into groups and work together to solve a problem in the community. Discuss how solving the problem will enhance the livability of the community.



Chapter 5

EDUCATIONAL SYSTEM in IOWA

In Iowa, we pride ourselves on having one of the best educational systems in the United States. Our educational structure includes kindergarten through 12th grade, Area Education Agencies (AEAs), community college districts,



and public and private universities. Iowa has 365 K-12 public schools and 194 K-12 accredited non-public schools, 12 Area Education Agencies, 15 community college districts, 3 state universities, and 36 private colleges and universities.

School Boards

Students generally begin school with kindergarten at age five or six and advance through thirteen years of public school education that ends with graduation from four years of high school.

Iowa has several boards that govern the public and private schools: the State Board of Education, the State Board of Regents, AEA and community college boards, and local public and private school boards. Board members work for you in presenting your ideas and concerns to the school administrators. They also make policy and adopt rules for the operation of Iowa's schools. **All school board meetings are open to the public.**

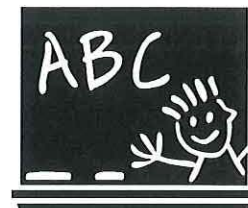
"Intelligence plus character—that is the goal of true education."
- Martin Luther King, Jr.

The State Board of Education is made up of ten members. The Governor, with approval of the Senate, appoints nine voting members for six-year terms. The tenth member is a non-voting student appointed for one year by the Governor. The Board is the policy-making body



for the Iowa Department of Education and assists communities in meeting the educational needs of all children and adults.

Local elected school boards, made up of five to seven members, serve three-year terms, and govern the local kindergarten through 12th grade public schools. The local Superintendent of Schools is the head of that school district, hired by the local Board of Education. The superintendent's office often has a community relations person who is responsible for working to resolve the concerns of students and parents.



Parental Involvement

Parents can play an important role in making decisions about their children’s school by joining the Parent Teachers’ Association (PTA), the Parent Teachers’ Organization (PTO), or school booster clubs. PTAs/PTOs are groups of parents who work together with teachers and administrators to make the school more responsive to the needs of students.

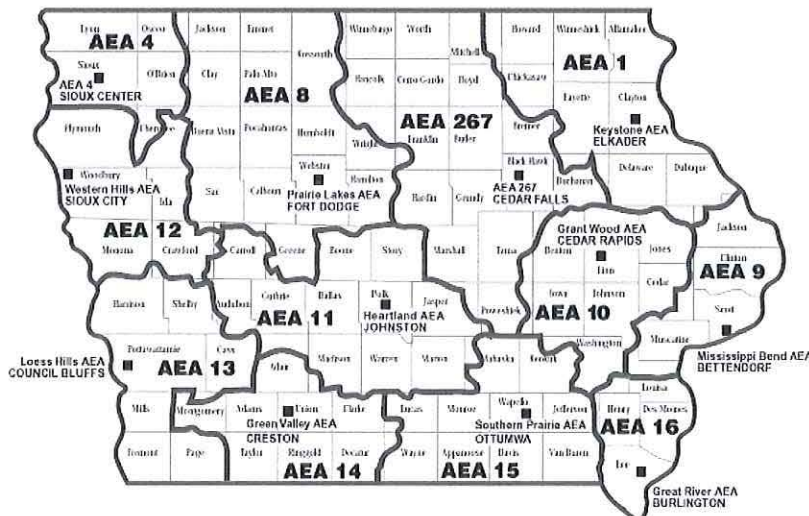


Area Education Agencies

The Area Education Agencies assist the state Department of Education in providing services and support to local school districts and schools. There are 12 AEAs across the state. Each AEA serves several counties; all of Iowa’s 99 counties are included in one of these areas.

Members of AEA Boards are elected by the local school boards to represent a particular district for a term of three years. The size of AEA Boards varies from five to nine directors; boards meet monthly.

Iowa Area Education Agencies



- Keystone AEA 1
- AEA 267
- Area Education Agency 4
- Prairie Lakes AEA 8
- Mississippi Bend AEA 9
- Grant Wood AEA 10
- Heartland AEA 11
- Western Hills AEA 12
- Loess Hills AEA 13
- Green Valley AEA 14
- Southern Prairie AEA 15
- Great River AEA 16

Post-Secondary Education



Iowa's community colleges are public schools that are post-secondary (after high school). They are structured as comprehensive colleges. Credits earned at an Iowa community college can be directly transferred to any Iowa college or university to be applied toward a four-year degree. Community colleges also provide other educational offerings, particularly in such areas as leisure studies, workforce development and training.

Iowa's community colleges are governed by locally elected boards of directors, consisting of five to nine members, elected for terms of three years. All Iowans of post-secondary school age are eligible to attend any of the community colleges in the state. The community colleges offer programs in three major areas of instruction:

- Part-time programs for adult students who did not graduate from high school
- Vocational and technical education (both full and part-time) providing preparation for immediate employment
- Arts and Sciences courses that can be transferred to other colleges and universities.

Board of Regents

The State Board of Regents is made up of nine citizens. The Governor, with approval of the Iowa Senate, appoints the members of the board. The Board of Regents is responsible for maintaining the educational quality, accessibility and public service activities of the following institutions: University of Iowa, Iowa State University, University of Northern Iowa, the Iowa School for the Deaf, and the Iowa Braille and Sight Saving School. The Regents also provide educational opportunities through the Lakeside laboratory in Okoboji, and the Tri-State Graduate Center in Sioux City.

**The Principles of our
Government —**

- **The People Rule:**
Through a “one person-one vote” election system, Americans elect people to represent them.
- **Limited Government:**
Basic freedoms are guaranteed to all citizens of the United States.
- **Separation of Powers:**
Each of the three branches of government acts independently from the others and may not interfere with the workings of another branch.

**Responsibilities of
Citizenship —**

- Learning and obeying the laws of the country, including state and local laws
- Educating yourself about issues that are of concern or interest to you
- Educating yourself about political parties and candidates
- Voting in every election
- Respecting the rights of others

Benefits of Citizenship —

- The right to be protected against violence, against discrimination, and against unfair financial practices
- The right to be treated fairly: to have the same rights and privileges as any other citizen
- The right to own property, to speak and write freely, to worship, and to gather in groups without government interference
- The right to vote
- The right to be represented at every level of government
- The right to be able to use the courts and to have a lawyer represent you

Citizens' Involvement in the Election Process



Every year there are many elections in the United States. The most crucial election is the one held every four years for president/vice president. Involved in elections are:

- candidates
- campaigns
- political parties
- fund-raising
- voter registration
- opinion polls
- media
(television/radio/internet newspaper/magazines)
- Electoral College
(in presidential elections)

Participation in the Process

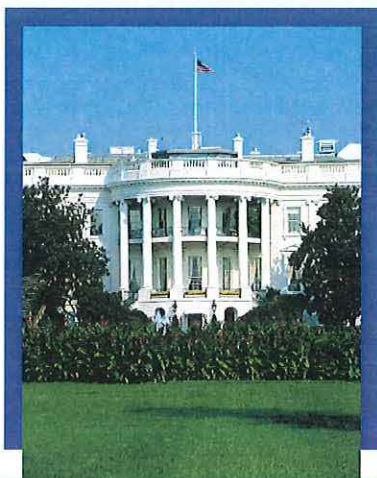
Every U.S. citizen has the right and opportunity to become well-informed and to participate in the entire election process.

Elections include federal, state, and local processes. The **presidential** process begins more than a year prior to the actual election. There are currently two major political parties in our country: the Republican Party and the Democratic Party. The parties nominate candidates to run for president in one of two ways: the **caucus system** and the **primary system**. (Iowa is one of only a few states using the caucus system.)

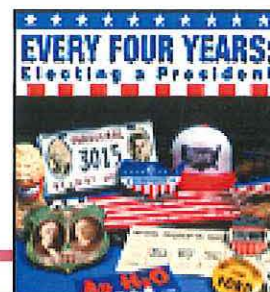
Caucuses

Caucuses are an indirect way of selecting candidates. At a presidential caucus, party members get together to:

- vote on public policy issues to be included in their party's platform;
- select committee people to conduct the business of the local party;
- nominate candidates for county and state offices; and elect delegates to represent their wishes at county conventions in support of particular presidential candidates.



The White House is the official residence of the President.



Every 4 years an election is held to elect the President of the United States.

Discussion Point >

Discuss the principles of government and how it affects citizens' benefits and responsibilities.



At the county convention some of the delegates are elected to move on to the next convention levels (district and state). At those conventions a few delegates are elected to attend the national convention. The purpose of each party's national convention is to affirm the final choice of their party's nominees for president and vice president. The national delegates also adopt the party's public policy agenda (the national platform).

Most of the states use the presidential **primary** system, in which individual voters vote directly (at the polls) for people who will go to the national conventions in support of particular presidential candidates. Although Iowa does not use the primary system for selecting presidential choices, primaries are held for other elections.

The **media** play an important role in U.S. elections.

The media convey information about the candidates, their backgrounds, families, and positions/opinions on issues of national importance. Candidates use the media to present their views by:

- granting interviews with reporters.
- buying advertising.
- participating in debates and forums.

Candidates also use the **Internet** for raising money and to get their views directly to the public in their own words.

Opinion polls are samplings of public opinion at a given time. They are conducted by:

- political parties.
- private organizations.
- print and electronic media.
- educational groups and institutions.
- candidates' campaign organizations.

The purpose of opinion polls is to measure public feelings about particular candidates or issues by interviewing (usually by telephone) a representative sample of voters.

Voter registration drives are organized and carried out by:

- political parties.
- governmental agencies.
- groups of educators/students/union members.
- other business/professional/advocacy organizations.

All completed voter registration forms are immediately delivered to the office of the County Auditor/Commissioner of Elections, where the information is entered into the county's voter registration system. The voter, if necessary, can change information later by re-registering.



Chapter

7

VOTING in IOWA



Why Vote?

VOTING is a right that is granted to all American citizens through the U.S. Constitution. Whether you are voting on a candidate to represent you or an issue that is of interest to you, you are making your wishes known. Voting is a great way to choose citizens to represent you. Voting also gives you a chance to voice your opinions about your quality of life to elected officials.

Who Can Vote?

To vote in Iowa, you must be registered. To register to vote in Iowa, you must:

- be a citizen of the United States.
- be a resident of Iowa.
- be at least 17 ½ years old (you must be 18 by the date of the election).
- not have been convicted of a felony (or you must have had your voting rights restored).
- not currently be judged “incompetent” to vote by a court.
- give up your right to vote in any other place.



If you do not meet all these qualifications, you should not register to vote.

Dates to Remember

JUNE

Primary Election

SEPTEMBER

School Election

NOVEMBER

General Election

How Can I Register to Vote?

You can fill out your own voter registration form or you may ask someone else to do it for you. You must sign the form yourself. You have the right to fill out the form privately. The forms are available in different languages.

You can get a voter registration form at:

- Iowa Secretary of State's website: www.sos.state.ia.us.
- your local County Auditor's office.
- public assistance agencies.
- public libraries.
- political party offices.



OR

You can register in person or by mail.

You may register in person at:

- the Iowa Secretary of State's Office.
- the office of your County Auditor.
- Public Assistance Agencies (such as the Department of Human Services or Veterans' Affairs, Department of the Blind, Department of Public Health, Supplemental Food Program for Women, Infants and Children).
- Driver's License Stations.
- State Offices serving people with disabilities.

In some towns, city clerks and school board secretaries can register voters.

NOTE:

To register by mail, you may contact your county auditor's office or the Iowa Secretary of State's office in Des Moines for a form. When you register to vote, you must put your Iowa driver's license number on the application form. If you don't have a driver's license, you may substitute an Iowa non-driver ID form number. If you don't have either one of these, you must include the last four numbers of your Social Security number. The number you give will be checked, so be sure to put your name on the registration form in the same way it appears on the ID document you use.

In about 14 days you will receive a voter registration card in the mail. This card will tell you what precinct you live in and where you will vote in your neighborhood. Neighborhood voting can take place in churches, schools, or community centers. You need to re-register to vote each time you change your name, address, or have any other information change.

When Should I Register?

For most of the elections, you have to register at least eleven days before the election to be able to vote. For the general and statewide primary election, you need to be registered ten days before the election.



ELECTIONS

There are five types of elections:

1. **General Election:** in November, in even-numbered years.

What to expect on the ballot:

- Candidates for federal, state, county, and local offices
- Judges
- Constitutional amendments (sometimes)
- Public measures (sometimes)

2. **City Election:** in November, in odd-numbered years.

What to expect on the ballot:

- Candidates for city offices (city council members & mayor)
- Public measures (sometimes)

3. **School Board Election:** every September.

What to expect on the ballot:

- Candidates for local school board
- Candidates for community college board

4. **Primary Election:** held in June, in even-numbered years.

What to expect on the ballot:

- Candidates for federal, state, and county offices.
- You must choose a political party to vote in the primary.
(Only candidates from your chosen party will be on your ballot.)

5. **Special Election:** anytime.

What to expect on the ballot:

- Can be for offices or for public measures.



Ways to Vote

There are three ways to vote in the State of Iowa

- In person on Election Day
- In person, before election day, at the County Auditor's Office or at a satellite voting station
- Absentee, by mail

VOTING on ELECTION DAY

Where Do I Vote?

Your polling place could be a church, school, fire station, or a community center. Go to the polls when they are open. Depending on where you live, poll times may change. Also for some types of elections, polls may have different opening and closing times. If you are unsure about the times, you can call the county auditor's office for information.

Here is what happens at the polling place:

1. You check in with precinct election officials. These officials will:
 - Ask you for your name; you may be asked to show identification.
 - Check for your name on their list of registered voters.
 - Ask you to sign your name on their list.
 - Hand you a ballot.
2. You go into a small private booth and mark your ballot with your choices.



Election Day

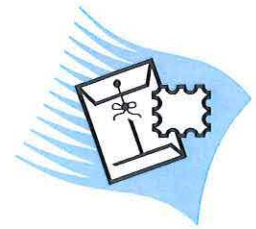
Things to keep in mind:

- You can ask for help from a pollworker/election official. (They cannot give you advice about your choices, only how to mark the ballot or use the voting equipment.)
- If you are disabled or cannot read the ballot, you can take a friend or relative into the booth with you to help.
- Pollworkers are allowed to read your ballot for you in the booth if you cannot read it.
- You can take your notes with you.
- You don't have to vote on everything.
- If you make a mistake, just ask for another ballot. You have three times to correct your ballot.

Absentee voting by mail

Any registered voter may vote by absentee ballot. You may ask for an absentee ballot if you:

- will be away from your precinct while polls are open.
- are ill or disabled and cannot go to the polling place.
- expect that you will not be able to go to the polls and vote on election day.



All requests for absentee ballot must be in writing. Use only the official form that is provided by the County Auditor, the Secretary of State's Office, or the political parties. The absentee ballot application may be requested by mail, fax, or in person. The County Auditor will mail your ballot as soon as the ballots are ready to mail, generally within one day after your request arrives in the office. You will need to give your legal name, address, social security number, the date of the election you want to vote in, and your ward and precinct numbers, if you know them. You must sign your request.

Also, you may vote at the County Auditor's office as much as 40 days before the election. You cannot take your ballot home. The County Auditor's office is open on the two Saturdays before primary and general elections. In Iowa, when voting in a primary election, you must declare either the Democratic or Republican Party as your party of choice. *After the primary election, you may change your party affiliation.* You do not need to declare a party affiliation for any other election.

VOTER RIGHTS AND RESPONSIBILITIES

As an Iowa voter, you have the responsibility to:

1. Register to vote 10 days before the General election and statewide Primary election, and at least 11 days before all other elections.
2. Inform yourself about the candidates and issues on the ballot before going to vote.
3. Vote at the polling place in the precinct where you live.
4. Respect the privacy and voting rights of others.
5. Be courteous and respectful to election workers and other voters.
6. Take a form of identification with you when you go to the polls.
7. Read and follow instructions.
8. Ask for help if you need it.
9. Follow all federal and state voting laws.
10. Review your ballot before casting it to make sure it is complete and correct.

Voting Quiz

Registering to Vote

1. What are the qualifications to vote in Iowa?

2. As a voter, what can you vote on?

3. How can you register to vote?

4. Will you get called for jury duty if you register to vote? *Explain your answer.*

5. Someone can help you fill out a voter registration form. T F

After Registering to Vote

6. Once you are registered to vote, you must vote in every election. T F
7. If you are unable to go to the polling place on election day, you are out of luck and don't get to vote. T F
8. If you are disabled or cannot read the ballot, you can take a friend or relative into the booth with you to help. T F

Elections

9. What are the 5 types of elections?

10. When is the registration deadline for each of the 5 types of elections?

11. What is the difference between a primary and a general election?

12. What are the 3 ways to vote in the State of Iowa?

Glossary

Bear Arms The United States Constitution guarantees that citizens can have private ownership of most guns and the government cannot take them away.

Biennial Occuring every two years.

City Hall A place where city officials conduct city business. Also where city council meetings are usually held.

Conservative A person who favors traditional views and values.

County Seat The city or town where the courthouse is located.

Courthouse Where the county supervisors usually meet. Also, where the county election office is located.

Electoral College A group of electors chosen from the states to elect the President and Vice President of the United States. Each state gets a number of electors equal to the number of its senators and representatives in Congress.

Impeach To charge a public official with improper conduct in office.

Impeachment The process of charging a public official with improper conduct in office. At the federal level, the U.S. House of Representatives may vote to impeach. If they do so, the U.S. Senate tries the public official, and then decides whether or not to remove the person from office.

Independent A person who is politically autonomous and does not belong to either the Democratic or Republican Party.

Liberal Having, expressing, or following political views or policies that favor civil liberties, democratic reforms, and the use of governmental power to promote social progress.

Lobby Trying to influence the opinions of others.

Lobbyist A person who tries to influence the opinions of legislators or other public officials for or against a specific cause. Although many lobbyists are paid for their work, individual citizen volunteers or groups of citizen volunteers may also lobby.

Non-Partisan Not based on, influenced by, affiliated with, or supporting the interests or policies of a political party.

Opponent One who argues against something.

Ordinance A statute or a regulation enacted by a city or county government.

Partisan Devoted to, or biased in support of, a single party or cause.

Polling place Room or building designated by the County Auditor for holding elections in a precinct. Each precinct has one designated polling place.

Pollwatchers Persons, in addition to election officials, permitted at polling places. Pollwatchers may, upon request, view the signed declarations of eligibility and may review the signed declarations on file so long as the pollwatcher does not interfere with the functions of the precinct election officials. Pollwatchers do not watch persons mark their ballots.

Precinct A geographic area of a town or city. All voters living within the precinct's boundaries go to vote at the same polling place.

Proponent One who argues in support of something.

Public Measure Any question authorized or required by law to be submitted to the voters at an election.

Satellite Voting Stations Locations, in addition to the County Auditor's offices, that are designated for voting absentee ballots. Satellites may be located in such places as shopping malls.

School Administration Building Where you will find the School District Administrative offices, including finance, student services, and human resources. Also, where the district's school board usually meets.

Special Interest Group A coalition of people working on behalf of a particular cause, (such as an item of legislation), a particular industry, or a special segment of society.

Taxes/Property Taxes Required contributions for the support of government; applies to persons, groups, and businesses.

Ward A geographic unit of some city governments from which city council members are elected. A ward must be composed of **whole** precincts (except when unincorporated territory is included in a city precinct). A ward is made up of one or more precincts.

HOW TO REACH YOUR ELECTED OFFICIALS

Statewide Elected Officials:

Honorable (*first and last name*)

(*official title*)

(*building name*)

Des Moines, IA 50319

Governor & Lt. Governor, Statehouse; Phone: 515-281-5211

Secretary of State, Statehouse; Phone: 515-281-8993

State Auditor, Statehouse; Phone: 515-281-5834

State Treasurer, Statehouse; Phone: 515-281-5368

Secretary of Agriculture, Wallace State Office Building; Phone: 515-281-5322

Attorney General, Hoover State Office Building; Phone: 515-281-5164

State of Iowa website: www.iowa.gov/state/main/index.html

Statehouse Phone Number: 515-281-5011

State Representative:

Honorable (*first and last name*)

Iowa House of Representatives

Statehouse

Des Moines, IA 50319

House of Representatives Phone Number: 515-281-5381

www.legis.state.ia.us

State Senator:

Honorable (*first and last name*)

Iowa Senate

Statehouse

Des Moines, IA 50319

Senate Phone Number: 515-281-5307

www.legis.state.ia.us

United States Senator:

Honorable (*first and last name*)

United States Senator

Senate Office Building

Washington, D.C. 20510

U.S. Senate Phone Number: 202-224-3121

www.senate.gov/

United States Representative:

Honorable (*first and last name*)

United States Representative

House Office Building

Washington, D.C. 20515

U.S. House Phone Number: 202-224-3121 TTY: 202-225-1904

www.house.gov/house/MemberWWW.shtml

APPENDICES

Index

The 50 states and the date each entered into the Union 42

The Pledge of Allegiance 43

National Anthem 43

Song of Iowa 43

Iowa State Symbols 44

Iowa Quick Facts 45

History of Elections - Significant Amendments 46

Community Resource Guide 48

Voter Registration Form 51

The 50 States

	State Name	Date the state entered the Union
1	Delaware	December 7, 1787
2	Pennsylvania	December 12, 1787
3	New Jersey	December 18, 1787
4	Georgia	January 2, 1788
5	Connecticut	January 9, 1788
6	Massachusetts	February 6, 1788
7	Maryland	April 28, 1788
8	South Carolina	May 23, 1788
9	New Hampshire	June 21, 1788
10	Virginia	June 25, 1788
11	New York	July 26, 1788
12	North Carolina	November 21, 1789
13	Rhode Island	May 29, 1790
14	Vermont	March 4, 1791
15	Kentucky	June 1, 1792
16	Tennessee	June 1, 1796
17	Ohio	March 1, 1803
18	Louisiana	April 30, 1812
19	Indiana	December 11, 1816
20	Mississippi	December 10, 1817
21	Illinois	December 3, 1818
22	Alabama	December 14, 1819
23	Maine	March 15, 1820
24	Missouri	August 10, 1821
25	Arkansas	June 15, 1836
26	Michigan	January 26, 1837
27	Florida	March 3, 1845
28	Texas	December 29, 1845
29	Iowa	December 28, 1846
30	Wisconsin	May 29, 1848
31	California	September 9, 1850
32	Minnesota	May 11, 1858
33	Oregon	February 14, 1859
34	Kansas	January 29, 1861
35	West Virginia	June 20, 1863
36	Nevada	October 31, 1864
37	Nebraska	March 1, 1867
38	Colorado	August 1, 1876
39	North Dakota	November 2, 1889
40	South Dakota	November 2, 1889
41	Montana	November 8, 1889
42	Washington	November 11, 1889
43	Idaho	July 3, 1890
44	Wyoming	July 10, 1890
45	Utah	January 4, 1896
46	Oklahoma	November 16, 1907
47	New Mexico	January 6, 1912
48	Arizona	February 14, 1912
49	Alaska	January 3, 1959
50	Hawaii	August 21, 1959



Pledge of Allegiance

“I pledge Allegiance to the flag
of the United States of America
and to the Republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.”

*When saying the Pledge of Allegiance,
place your RIGHT hand over your heart.*



National Anthem: “The Star-Spangled Banner ”

Written by Francis Scott Key

“ Oh, say, can you see, by the dawn’s early light
What so proudly we hailed at the twilight’s last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
O’er the ramparts we watched were so gallantly streaming?
And the rockets’ red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say, does that star-spangled banner yet wave
O’er the land of the free and the home of the brave? ”



“The Song of Iowa”

Written by S.H.M. Byers

(To the music of “Oh Christmas Tree”)

You asked what land I love the best, Iowa, ‘tis Iowa,
The fairest State of all the west, Iowa, O! Iowa,
From yonder Mississippi’s stream
To where Missouri’s waters gleam
O! fair it is as poet’s dream, Iowa, in Iowa.
See yonder fields of tasseled corn, Iowa in Iowa,
Where plenty fills her golden horn, Iowa in Iowa,
See how her wondrous prairies shine.
To yonder sunset’s purpling line,
O! happy land, O! land of mine, Iowa, O! Iowa.
And she has maids whose laughing eyes, Iowa, O! Iowa.
To him whose loves were Paradise, Iowa, O! Iowa
O! happiest fate that e’er was known.
Such eyes to shine for one alone,
To call such beauty all his own. Iowa, O! Iowa
Go read the story of thy past. Iowa, O! Iowa
What glorious deeds, what fame thou hast! Iowa, O! Iowa
So long as time’s great cycle runs,
Or nations weep their fallen ones
Thou’lt not forget thy patriot sons, Iowa, O! Iowa

IOWA'S STATE SYMBOLS



State Banner

Officially adopted in 1921, the blue stripe stands for loyalty, justice and truth; the white for purity, and the red for courage.



Mighty Oak

Designated as the official state tree in 1961, it was chosen because it is abundant in the state and serves as shelter, food and nesting cover for birds and animals.



Wild Rose

Designated as the official state flower in 1897, it was one of the decorations used on the silver service that the state presented to the battleship USS Iowa that same year.



Goldfinch

Designated as the official state bird in 1933, it was chosen because it is commonly found in Iowa and often stays through the winter. It is also known as the eastern or American goldfinch or the wild canary.



Geode

Designated as the official state rock in 1967, it is one of the rarest and most beautiful of rocks; Iowa is known for its presence. Geodes have a hard outer shell but when broken open, sparkling mineral crystals are revealed.



- ❖ The word 'Iowa' comes from the American Indian tribe of the same name.
- ❖ Iowa became the 29th state on December 28, 1846.
- ❖ Iowa's population is 2,966,334. Among the 50 states, Iowa ranks 30th in population and 23rd in land area.
- ❖ Iowa is the only state bordered by two navigable rivers: the Missouri River to the west and the Mississippi River to the east.
- ❖ The capital of Iowa is Des Moines.
- ❖ Iowa's nickname is the Hawkeye State.
- ❖ Iowa has 3 state universities: University of Iowa in Iowa City, University of Northern Iowa in Cedar Falls, and Iowa State University in Ames. There are 15 community college districts and 36 private colleges in the state.
- ❖ Iowa ranks first in pork, corn, soybean and egg production.
- ❖ One Iowa family farm grows enough food and fiber to feed 279 people.
- ❖ The world's first electronic digital computer was built and operated by researchers at Iowa State University in the 1930s.
- ❖ The largest source of personal income for Iowans is manufacturing.
- ❖ Iowa students' ACT and SAT scores rank among the top three states.
- ❖ 90.4% of Iowa high school students graduated in 2004.
- ❖ Iowa's sales tax rate is 6%. (Local governments may levy additional sales taxes.)
- ❖ The median cost of a home is 38% lower than the average price of a house nationwide.
- ❖ Iowa has more golf courses, per capita, than any other state.

(Source: Iowa Economic Development)

HISTORY of ELECTIONS

Nobody will ever deprive the American people of the right to vote except the American people themselves and the only way they could do this is by not voting.

- Franklin D. Roosevelt

- 1870** *15th Amendment to U.S. Constitution ratified. "Rights of citizens of the United States to vote shall not be denied or abridged by the United States or by any state on account of race, color, or previous condition of servitude.
- 1892** Iowa adopted the Australian ballot
- 1900** Presidential electors removed from the ballot
- 1906** Biennial general elections became effective
- 1907** Direct primary adopted and commission form of government authorized
- 1911** County surveyor removed from ballot
- 1913** *Direct elections of U.S. Senators; clerk and reporter of Supreme Court removed from ballot; state superintendent of public instruction removed from ballot, reinstated in 1917 and removed again in 1953; township road supervisors removed from ballot; elections by ballot required in all independent city and town school districts
- 1915** County superintendent of schools removed from the ballot; council-manager form of city government authorized; election of county school boards discontinued, reinstated in 1948 and discontinued again in 1975
- 1919** *One vote for U.S. President and Vice President - they appear on the ballot as a team
- 1919** *On July 2nd Iowa had a special session of the Legislature to ratify the 19th amendment to the U.S. Constitution that states, "right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex." It passed unanimously in the Iowa Senate; only five in the Iowa House dissented.
- 1947** Township and city assessors removed from the ballot
- 1951** City administrative officers removed from ballot, except mayor
- 1959** State commerce commissioners and county coroner removed from the ballot; Legislature authorized combining county offices

(* denotes Federal law; all others are Iowa law)

- 1963** Direct election of judges replaced by nominating commissions and “retention in office” votes; delegates to party conventions selected by precinct caucuses, rather than by primary; terms of county supervisors and township trustees changed from three years to four years
- 1965** *The enactment of U.S. Voting Rights Act suspended all literacy & voter tests
- 1972** Four-year terms for state and county officers; county auditors become responsible for elections and voter registration
- 1973** Township justices of the peace, constables and city courts abolished; directors of regional library boards added to ballot
- 1974** Party precinct committee persons selected by precinct caucuses; term of township clerk changed from two to four years
- 1975** Soil district commissioners added to ballot; statewide voter registration begins, located in Comptrollers Data Processing office, not Secretary of State’s office; registration by mail begins
- 1976** Statewide computerized voter registration begins
- 1983** Clerk of the district court removed from the ballot
- 1987** Voter registration begins at selected state agencies
- 1988** Voter registration extended to all state agencies
- 1989** **“Motor voter” registration program begins (Used for initial applications for driver’s licenses, and for anyone who must be tested. Applications for renewals of existing licenses must rely on DOT workers’ offer to register or mail registration form.); income tax booklets must include voter registration forms; voter registration forms appear in Iowa telephone directories by arrangement with publishers of phone books.
- 1995** *Law implementing National Voter Registration Act of 1993 becomes effective in Iowa
- 1998** Voter registration becomes a function of the Office of the Secretary of State
- 2002** Help America Vote Act (HAVA) passed by Congress and signed by President Bush
- 2002** Iowa begins the implementation of election reforms related to the Help America Vote Act (HAVA)

(* denotes Federal law; all others are Iowa law)

August 18, 1920 19th Amendment

Think women were always able to vote? Think again! It wasn’t until 1920 that women were granted this right.

August 6, 1965 Voting Rights Act

This act fulfills the 15th Amendment’s permanent guarantee that, throughout the nation, no person shall be denied the right to vote on account of race or color.

July 26, 1990 Americans with Disabilities Act (ADA)

The ADA ensures that individuals with disabilities are given the basic guarantees afforded to all Americans: independence, control of their lives, and the opportunity to blend fully and equally into society.

October 29, 2002 Help America Vote Act (HAVA)

Building upon the work of the Americans with Disabilities Act of 1990, this act creates equity between the nation’s polling places and accessibility for citizens with disabilities.

Community Resource Guide

This list is not meant to be a replacement for the government listings in the telephone directory; rather, it contains some of the names of officials, departments and agencies that community residents can contact for assistance with solving problems. Every local government is unique, and the exact names and types of agencies may be different in every city and county.

Local Resources	Name	Phone Number	Public Mtg Dates/Times/Places
Schools			
Dist Office/Superintendent			
School Board Members			
School District Office			
Your Children's School(s)			
City Government			
General Information			
Emergencies (911)			
Mayor			
City Council Members			

Community Resource Guide

Local Resources	Name	Phone Number	Public Mtg Dates/Times/Places
City Departments	General Information		
Animal Control			
Battered Women's Hotline			
Children & Youth			
Community Development			
Energy Assistance			
Fire Department			
Garbage and Recycling			
Housing			
Human Rights Commission			
Parks & Recreation			
Police (non-emergency)			
Public Works			
Rape Crisis Center			
Water Department			
County Government	General Information		
Alcohol & Drug Recovery			
Board of Supervisors			
Board of Supervisors			
Board of Supervisors			
Board of Supervisors			
Board of Supervisors			

Community Resource Guide

Local Resources	Name	Phone Number	Public Mtg Dates/Times/Places
Birth & Death Certificates			
County Attorney			
County Auditor			
County Sheriff			
County Treasurer (taxes)			
Courts			
Depart of Public Health			
Depart of Social Services			
Driver's License Bureau			
Election Office			
Family Planning			
Leisure Services			
Legal Aid			
Public Defender			
Public Library			
Veteran's Affairs			
WIC Food Supplements			
Community Agencies			
Operation Threshold			
Legal Aid			
Family Planning			
Crisis Hotline			

IOWA Voter Registration Form

Are you a citizen of the United States of America? Yes No
Will you be 18 years of age on or before election day? Yes No

NOTE: If you checked "No" in response to either of these questions, do not complete this form.

Please print information on form.

1. IA Driver's License #	2. Date of Birth / / Mo/Day/Year	3. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Iowa county where you live
4. Full Name - Last First Middle Suffix			
5. Address Number Street Apt, Lot, etc. City, State, Zip			
6. Mailing address Number Street Apt, Lot, etc. City, State, Zip			
7. Party Affiliation <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> No Party	Telephone number (Optional)	School District	
Email (Optional)			
8. If you have ever been registered to vote before, complete this section: Your name then: _____ Your address then: _____ City, State, Zip Code: _____ Name of the County: _____			
9. If you have no street address because you use a rural route address, or because you are homeless, please list your township _____ and section number _____. Or describe where you live: _____ and _____ of _____ (Mi or blks) (N,S,E,W) (Mi or blks) (N,S,E,W) (Landmark or highway junction)			
WARNING: If you sign this form and you know it is not true, you can be convicted of perjury and fined up to \$7,500 and/or jailed for up to 5 years.			
10. Read the following and sign below: I swear or affirm that: <ul style="list-style-type: none"> • I am the person named above. • I am a United States citizen. • I live at the address listed above. • I am at least 17 1/2 years old. <ul style="list-style-type: none"> • I have not been convicted of a felony. (or have received a restoration of rights). • I am not currently judged by a court to be "incompetent to vote". • I do not claim the right to vote anywhere else. 			
X _____ Signature		_____ Date	

INSTRUCTIONS

Filling out the form - Use a pen and print neatly.

***If you do not include required fields, your registration will be rejected.**

1. **IA Driver's License #: **Required field***
ID number: Iowa driver's license number (DL#) is required, if you have one. If not, put the number of your Iowa non-driver ID card. If you have neither of these, put the last 4 numbers of your social security number.
Your name, birth date and ID number will be checked. If they don't match, your registration will be rejected and you will be notified by mail.
2. **Date of Birth: **Required field***
Month/Day/Year
3. **Sex: **Required field***
4. **Name: **Required field***
Put your name on the form the same way it is on your ID
5. **Address: **Required field***
This is the address where you live and will determine where you go to vote. If you do not have a street address, describe where you live in #9. If you have been registered to vote before, please see #8.
6. **Mailing Address:**
If different than address where you live.
7. **Party Affiliation:**
If this field is left blank, your registration will be processed as a *No Party* registration.
8. **Previous Registration:**
Complete this section if you have ever been registered to vote before, including in any other state.
9. **Non-Standard Address:**
Use this section if you do not have a street address due to a rural route address, or because you are homeless.
10. **Signature: **Required field***
Read the form carefully before you sign it.

Cut off the Registration form, put it in an envelope and mail it to your county auditor. You must put a postage stamp on the envelope.

Within two weeks you should get a notice in the mail that your registration was received. If you don't, contact your county auditor.

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