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Primer for Voters

A. G. RANDALL

PRICE 25 CENTS



Primer for Voters

A. G. RANDALL

A Primer for Voters provides reliable and concise information regarding registration, the process of voting, elections, etc., and is a publication of which I approve.

J. H. ZEMANSKY, Registrar of Voters, City Hall. San Francisco.

Primer for Voters is the title of a tabloid book on civics and the art of casting a ballot. . . . While it is a manual designed chiefly to instruct women, it may be read to advantage by all voters and kept as a book of reference.—The San Francisco Call.

A Primer for Voters is short but extremely comprehensive. . . . As a first aid to the new electorate of the State, the book fills a conspicuous need.—The San Francisco Chronicle.

A little booklet entitled a Primer for Voters commends itself to the average voter. It is a paper-covered brochure, small enough to be carried conveniently, but compendious enough to be a repository of information concerning civil government and any directions a voter may need.—The San Francisco Evening Post.

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VOTING IN CALIFORNIA AT STATE, COUNTY, CITY, AND TOWN ELECTIONS.¹

Those Entitled to Vote.

Citizens of the United States, and naturalized citizens who have become naturalized ninety days prior to any election, who are of the age of twenty-one years, who have been residents of the State one year next preceding the election, and of the county in which vote is claimed ninety days, and of an election precinct thirty days, and who have conformed to the laws governing the registration of voters, are entitled to vote at any election held within the county, city, town, or district within which they reside.

Registration.

To be entitled to vote at any election, registration must be made from the precinct in which the Voter resides not later than thirty days before the day of the election.

City registration is made at a City Registrar's office, or at such places as the Election Board appoints. County registration is made at the office of the County Clerk, or at such places as the Election Board appoints.

Registration is in progress at all times except during the thirty days immediately preceding any election.

When registered, a person is entitled to vote at any ensuing election without re-registration, provided that

Book of Reference: "Registration and Election Laws of California," published by the Board of Election Commissioners of San Francisco, 1911.

residence is retained within the precinct from which registration has been made, and provided that the period for a new registration of voters has not begun.

When residence is changed from one precinct to another, before registering from the new precinct, registration from the former precinct must be cancelled.

By law, a new registration of Voters is made every two years, beginning on the first day of January of evennumbered years. Thus persons having registered in 1910 and 1911, in order to vote at elections held in 1912 or 1913, must register after the first of January, 1912.

Election Precincts.

Before a General Election the Boards having control of elections in counties divide the counties into Election Precincts, and the Boards having control of elections in cities divide the cities into Election Precincts.

Polling Places.

The Boards having control of elections before an election designate a place within each Precinct where voting is to take place.

A Voter must vote at the appointed Polling Place

within his, or her, Precinct.

Directions for Voting a Ballot.1

(1) A person desiring to vote, on entering the Polling Place, must write his, or her, name and address on a Roster² of Voters provided.³

(2) The Voter must then announce his, or her, name

and address to one of the election officers.

(3) Whereupon the Judge announces the name aloud to an officer, who, if he finds the name on the Register, repeats it aloud, whereupon a challenge may be interposed.⁴

(4) If no challenge is interposed, the Judge in the presence of bystanders compares the signature of the Voter on the Roster of Voters with the signature on the

Register.

(5) The Judge then gives the Voter a ballot, and the Clerk writes on the Register opposite the name of the Voter the number of the ballot given.

- (6) The Voter is then allowed to enter the place enclosed by the guard rail, and to go to a voting booth.
- (7) In each booth there is provided by law a stamp marked with an (X). When voting, this (X) must be stamped in the voting square after the name of every candidate for whom it is desired to vote. A candidate whose name is not printed on the ballot may be voted for by writing his name in the blank space left for that purpose. To vote for a person not on the ballot, his name must be written under the title of the office in the blank space left for that purpose. If two or more candidates for the same office are to be elected, an (X) must be stamped after the name of all the candidates (not exceeding the number to be elected) for whom it is desired to vote.
- (8) In case of a question, proposition, or constitutional amendment, the Voter must stamp in the appropriate voting square an (X) opposite the answer to be made.
- (9) Before leaving the voting booth, the ballot must be folded in such a way, that the number of the ballot and

² Roster, i. e. list.

¹ Election Laws, pages 33, 34, and 35.

⁸ If unable to write, the Voter must have his or her name written on the Roster of Voters by an Election Officer.

⁴ A person's qualification to vote may be challenged.

the endorsement on the back shall appear on the outside, without displaying the marks on the face.

(10) The Voter then delivers the folded ballot to the Inspector, who announces the name of the Voter and the

number of the ballot.

(11) If the Judge having in charge the Register, or affidavits of registration, finds such number marked opposite the Voter's name on the Register, or affidavits of registration, he repeats aloud the number and the name and writes opposite the name the word "voted."

(12) The Inspector then separates the slip containing the number from the ballot, deposits the ballot in the

box and destroys the number slip.1

Spoiled Ballots

If a ballot is wrongly stamped, torn, or defaced, it must be returned to the Judge, who will give a fresh ballot. Not more than three ballots may be given, one being given at a time. If a ballot is not voted before leaving the voting booth, it must be returned to the Judge.

¹ See Sample Ballot, pages 46-47.

ELECTIONS HELD THROUGHOUT THE STATE OF CALIFORNIA.

(Presidential, Primary, General, and Special Elections).

(1) A Presidential Election is held every fourth year on the first Tuesday after the first Monday in November.

The next Presidential Election is held on November

5, 1912.

(2)¹ A Primary State Election is held on the first Tuesday of September in every even-numbered year for the nomination of candidates to be voted upon at the General State Election, and for the election of delegates to Party County Conventions.

(3)² A General State Election is held on the first Tuesday after the first Monday of November in every even-numbered year for the election of the following: (1) United States Representatives (term two years), (2) eighty Members of the Assembly (term two years), (2)

(3) twenty State Senators (term four years).

Every fourth year at a General State Election the following are elected to serve a term of four years: A Governor, Lieutenant Governor, Secretary of State, Controller, Treasurer, Attorney General, Surveyor General, Superintendent of Public Instruction.

The next Election for a Governor and for the foregoing

State officers will take place in 1914.

¹ This election is held according to the provisions of the Primary Act of 1911. ² A popular "Advisory Vote" for U. S. Senator is east at a General State Election, see page 15.

Justices of the Supreme Court, Justices of the District Courts of Appeal, and Judges of the Superior Courts are also elected at General State Elections.¹

Persons in order to have their names placed on a General Election ballot must be nominated as candidates at a Primary Election, or must be nominated as candidates by means of a nominating petition signed by a required number of electors.

(4) Special Elections.

A special election may be held at a time appointed by the Legislature for the purpose of submitting Propositions, or proposed State Constitutional amendments to popular vote.

A Special Election may be held at a time appointed by the Governor for the purpose of electing candidates to

fill vacancies in State offices.

A Special Election may be called for the Initiative,² or for the Referendum,⁸ or for the Recall.⁴

PRESIDENTIAL AND VICE-PRESIDENTIAL ELECTION.

The United States Constitution provides that the President and Vice-President shall be elected by the vote of chosen Electors.

Each State is entitled to elect as many Presidential Electors as it has Senators and Representatives in Congress.⁵

Each State elects its entitled number of Electors on the first Tuesday after the first Monday in November every fourth year.

¹ See pages 22 and 23.

² The Initiative, see page 38. ⁸ The Referendum, see page 39.

The Referendum, see page 39. The Recall, see page 39.

⁵ At the Presidential Election in 1912 California, being entitled to eleven Representatives and two Senators, will elect thirteen Electors.

The election of Electors is called a Presidential Election.

The Electoral candidates of each political party are pledged, if elected, to vote for National party candidates for President and Vice-President. Thus the political party having the greatest number of electoral candidates elected throughout the Country at a Presidential Election, has won the election of its candidates for President and Vice-President.

The actual voting of the Electors for President and Vice-President has become a mere matter of form, to comply with the provisions of the Constitution. It takes place as follows:

Some weeks after their election the Electors of each State meet, on a day fixed by law, at their State Capitol, and each give a vote in writing for a President, and for a

Vice-President.

These votes in writing are transmitted to Washington and there counted by the President of the Senate, in the presence of both Houses, and the names of the candidates elected as President and Vice-President announced.

CALIFORNIA PRESIDENTIAL PRIMARY ELECTION.

In the Spring of the year of a Presidential Election, a Primary Election will take place in California for the election of delegates to the National Party Conventions, held to nominate candidates for President and Vice-President.

Only those persons may vote at the Presidential Primary Election who, when registering, declared

their Party affiliations.

DEPARTMENTS AND OFFICERS OF THE NATIONAL GOVERNMENT.

The National Government has three departments of government: (1) The Executive Department; (2) the Legislative Department; (3) the Judicial Department.

The Executive Department. (President, Vice-President, and Cabinet.)

President.

The President takes office on the Fourth of March following his election, and serves a term of four years. He

receives an annual salary of \$75,000.

As Chief Executive of the Nation he has the following powers and duties:-(1) He commands the Army and Navy; (2) he has power to make treaties, with the consent of the Senate; (3) he has power to convene both Houses of Congress on extraordinary occasions; (4) he has power to veto any bill or resolution passed by Congress, subject to the power of Congress to finally pass the same by a two-thirds majority vote of each house; (5) he appoints Ambassadors and Consuls; (6) he appoints Justices and Judges of the Federal Courts, (subject to the assent of the Senate); (7) he commissions all Officers of the United States; (8) he grants reprieves and pardons for offenses against the United States, (except in cases of impeachment); (9) he keeps Congress informed of the state of the Union; (10) he recommends measures to Congress; (11) he appoints the Members of his Cabinet.

The holder of the office of President for the term

1909-1913, is William Howard Taft.

Vice-President.

The Vice-President takes office on the Fourth of March following his election, and with the President serves a term of four years.

His chief duty is to act as President of the Senate. In case of the prolonged illness or death of the President he succeeds to the Presidency.

He receives an annual salary of \$12,000.

The holder of the office of Vice-President for the term 1909-1913, is James S. Sherman.

The Cabinet.

The Members of the Cabinet form a private council to the President. Each is at the head of a Department, being appointed to office by the President.

The nine Members of the Cabinet are: A Secretary of State, a Secretary of the Treasury, a Secretary of the Interior, a Secretary of War, a Secretary of the Navy, a Secretary of Agriculture, a Secretary of Commerce and Labor, a Postmaster-General, and an Attorney-General.

Each receives an annual salary of \$12,000, except the Secretary of State, who receives an annual salary of \$8,000.

Those holding office for the term 1909-1913 are: Secretary of State, Philander C. Knox. Secretary of Treasury, Franklin Macveagh. Secretary of War, Jacob M. Dickinson. Attorney-General, George W. Wickersham. Postmaster-General, Frank H. Hitchcock. Secretary of Navy, George Von R. Meyer. Secretary of Interior, Walter L. Fisher. Secretary of Agriculture, James Wilson. Secretary of Commerce and Labor, Charles Nagel.

The Legislative Department.

Congress.

(1) The Senate; (2) The House of Representatives.

Congress is the National Legislature. It is composed of an Upper, and a Lower House,—the Senate, and the House of Representatives. These Houses pass bills

which become National laws.

The First Session of Congress begins in the fall of the year after the election of members of Congress, and continues, with a recess for Christmas, until the July or August following. The Second Session begins in December after the July or August adjournment, and continues until the following Fourth of March. The present is the Sixty-second Congress. Its term is March 4, 1911–March 4, 1913.

(1) The Senate.

Each State is represented in the Senate by two United States Senators.

United States Senators are not elected by popular vote,

but are elected by their State Legislatures.

They take office on the Fourth of March following their election, and serve a term of six years. One-third of the Members of the Senate retire every two years, so that the whole body is renewed in a period of every six years.

The Vice-President is the President of the Senate.

Each United States Senator receives an annual salary of \$7,500.

California United States Senators are:

George C. Perkins (Rep.), of Oakland. Term expires March, 1915.

John D. Works (Rep.), of Los Angeles. Term expires March. 1917.

A POPULAR ADVISORY VOTE FOR CALIFORNIA U. S.

In California at the general state election next preceding the Legislative Session at which a United States Senator is to be elected, the names of party candidates, nominated for United States Senator at the preceding primary state election, are voted upon.¹ The names of those candidates receiving the highest number of

votes at the general state election are later transmitted by the Secretary of State to the Legislature. The Members of the Legislature may then, when electing a United States Senator, if so desiring, vote for the Senatorial candidate chosen by the popular advisory vote of their respective parties.

(2) The House of Representatives.

The House of Representatives represents the Nation on the basis of population. Each State, according to its population, is divided into a number of Congressional Districts.¹ One Representative is elected to Congress from each District. There are at present 391 Representatives in Congress.

Each State elects its Representatives at a general State election held in even-numbered years. Representatives take office on the Fourth of March following their election, and serve a term of two years. On assembling they elect a presiding officer called the Speaker. The present holder of the office of Speaker, is Champ Clark.

The Speaker receives an annual salary of \$12,000. Each Representative receives an annual salary of

\$7,500.

California has eight Representatives in the present Congress.2 They are:

John E. Raker (Dem.), First Congressional District. William Kent (Rep.), Second Congressional District.

Jos. R. Knowland (Rep.), Third Congressional District.

Julius Kahn (Rep.), Fourth Congressional District. E. A. Hayes (Rep.), Fifth Congressional District.

¹ Party candidates for the office of U. S. Senator have their names placed on the official Primary Election ballots of their respective parties in the manner provided for State Officers.

² For Counties in each Congressional District of California, see page 41.

J. C. Needham (Rep.), Sixth Congressional District. W. D. Stevens (Rep.), Seventh Congressional District. S. C. Smith (Rep.), Eighth Congressional District.

The Judicial Department.

Federal Courts.

(Justices of Supreme Court, Judges of Circuit Courts, Judges of District Courts.)

The Federal Courts are the National Courts; they deal with all cases beyond, or entitled to pass beyond the jurisdiction of the State Courts. There are four chief classes of Federal Courts: (I) The Supreme Court; (II) the Circuit Courts of Appeals; (III) Circuit Courts; (IV) District Courts.

(I) The Supreme Court.

The Supreme Court sits at Washington; it tries cases appealed from the lower Federal Courts. It has a Chief Justice and eight Associate Justices, who are appointed by the President, with the consent of the Senate, and who hold office for life, being removable only by impeachment.

The Chief Justice receives an annual salary of \$15,000. Each Associate Justice receives an annual salary of \$14,500.

Circuit Courts of Appeals, Circuit Courts, District Courts.

The territory of the United States is divided into nine Judicial Circuits.

Each Judicial Circuit is divided into a number of Judicial Districts. There are in all eighty-eight Judicial Districts.

In each Judicial Circuit are held a Circuit Court of Appeals, and two or more Circuit Courts.

In each Judicial District is held a District Court.

The Judges of the Circuit, and District Courts, like the Justices of the Supreme Court, are appointed to office by the President, with the consent of the Senate, and hold office for life, being removable only by impeachment.

(II) Circuit Courts of Appeals.

Circuit Courts of Appeals try cases appealed from the Circuit and District Courts of their own Judicial Circuits. A Circuit Court of Appeals is held by a Supreme Court Justice, (one being assigned to each Judicial Circuit), and by the Circuit and District Judges of its own Judicial Circuit.

(III) Circuit Courts.1

Circuit Courts try cases appealed from the District Courts of their own Judicial Circuits. Each is held by a Circuit Judge. A Circuit Judge receives an annual salary of \$6.000.

(IV) District Courts.

District Courts try cases within their own Judicial Districts. Each is held by a District Judge.

A District Judge receives an annual salary of \$6,000.

¹ After January, 1912, the Circuit Courts will be abolished. The Circuit Court Judges will be retained to sit at Circuit Courts of Appeals.

GOVERNMENT DEPARTMENTS AND OFFICERS OF THE STATE OF CALIFORNIA.

California, like all other States, has three departments of government: (1) The Executive Department; (2) the Legislative Department; (3) the Judicial Department.

The Executive Department.

(Governor, Lieutenant Governor, and Executive Officers.)

Governor.

The Governor takes office on the first Monday after the first day of January following his election, and serves a term of four years. He receives an annual salary of \$10,000.

His chief powers are:—(1) To convene the Legislature in special session; (2) to veto a bill of the Legislature, subject to the power of the Legislature to finally pass the same by a two-thirds majority vote of each House; (3) to recommend to the Legislature at each session such measures as he may consider expedient; (4) to appoint certain State Executive Officers, Boards and Commissions.

The holder of the office of Governor for the term 1911-1915, is Hiram W. Johnson.

Lieutenant Governor.

The Lieutenant Governor takes office at the same time as the Governor, and serves a term of four years.

His chief duty is to act as President of the Senate. In case of the prolonged illness or death of the Governor, he succeeds to the office of Governor.

He receives an annual salary of \$4,000.

The holder of the office of Lieutenant Governor for the term 1911-1915, is Robert J. Wallace.

Executive Officers.

The following Executive Officers are elected at the general State election at which the Governor is elected: A Secretary of State, Controller, Treasurer, Attorney General, Surveyor General, Superintendent of Public Instruction.

They take office at the same time as the Governor, and serve a term of four years. Each receives an annual salary of \$5,000, except the Attorney General, who receives an annual salary of \$6,000.

Those holding office are:-

Secretary of State, Frank C. Jordan.

Controller, A. B. Nye.

Treasurer, W. R. Williams.

Attorney General, Ulysses S. Webb.

Surveyor General, Wm. S. Kingsbury.

Superintendent Public Instruction, Edward Hyatt.

Included in the Executive Department are various heads of State Departments and Bureaus, and members of State Boards and Commissions, none of whom are elected to office except the Members of the State Board of Equalization.

State Board of Equalization.

There are four Members of the State Board of Equalization. They are elected at the general State election at

which the Governor is elected, and they serve a term of

four years.

The Board equalizes tax assessments throughout the State. The State is divided into four Equalization Districts; one member of the Board is elected from each District.

Those holding office for the term 1911-1915 are: Edward M. Rolkin, First District.
John Mitchell, Second District.
Richard E. Collins, Third District.
Jeff McElvaine, Fourth District.
[The Controller is also a member of this Board.]

The Legislative Department. The Legislature.

(1) The Senate; (2) The Assembly.

The State Legislature is composed of an Upper, and a Lower House,—the Senate and the Assembly. These

Houses pass bills which become State laws.

The Legislature meets for one regular session once every two years.¹ It begins regular session on the first Monday after the first day of January, after the election of its members. A regular session usually continues about ninety days.² The Governor may convene the Legislature when necessary at Special Sessions.

(1) The Senate.

There are forty members of the Senate.

The State is divided into forty Senatorial Districts.³ One Senator is elected from each District, to serve a term of four years. It is so arranged that at one general State election twenty Senators are elected from the odd-num-

¹ For Counties in each Equalization District, see page 44.

² After January, 1912, there will be two sessions, with an intervening recess of thirty days.

For Counties in each Senatorial District, see page 42.

bered Districts, while at the following general State election twenty Senators are elected from the even-numbered Districts. For example, in 1908 a Senator was elected from each odd-numbered District, while in 1910 a Senator was elected from each even-numbered District. Thus every two years twenty Senators are elected whose terms continue during the period of two Legislatures.

The President of the Senate is the Lieutenant Governor. Each Senator receives the sum of \$1,000 for a regular session of the Legislature, and \$10.00 a day for each day

of special session.

(2) The Assembly.

There are eighty Members of the Assembly.

The State is divided into eighty Assembly Districts.¹ At each general State election one Member is elected to the Assembly from each Assembly District, to serve a term of two years.

The Presiding Officer of the Assembly is called the "Speaker." The present holder of the office of Speaker,

is A. H. Hewitt.

Each Member of the Assembly receives the sum of \$1,000 for a regular session of the Legislature, and \$10.00 a day for each day of special session.

The Judicial Department.

(Supreme Court Justices, Justices of the District Courts of Appeal, Judges of the Superior Courts.)

The State has three classes of Courts: (I) The Supreme Court; (II) the District Courts of Appeal; (III) the Superior Courts.

¹ For Counties in Assembly Districts, see page 43.

(I) The Supreme Court.

The Supreme Court tries cases appealed from the District Courts of Appeal, and from the Superior Courts.

It has a Chief Justice, and six Associate Justices, who are elected at general State elections, and who serve a term of twelve years.¹

Each Justice receives an annual salary of \$8,000.

The following are now serving:

Chief Justice W. H. Beatty. Term expires January, 1915.

Associate Justice F. M. Angellotti. Term expires January, 1915.

Associate Justice Lucien Shaw. Term expires January,

1915.

Associate Justice F. W. Henshaw. Term expires January, 1919.

Associate Justice Wm. G. Lorigan. Term expires Jan-

uary, 1919.

Associate Justice Max Sloss. Term expires January, 1923.

Associate Justice H. A. Melvin. Term expires January, 1923.

(II) District Courts of Appeal.

The State is divided into three Appellate Districts. There is one District Court of Appeal for each Appellate District.

The Court of the First Appellate District meets at San Francisco; the Court of the Second Appellate District meets at Los Angeles; the Court of the Third Appellate District meets at Sacramento.

District Courts of Appeal try cases appealed from the Superior Courts within their own Appellate Districts.

There are nine Justices of the District Courts of Appeal,—three for each Court. Justices are elected from

¹ Justices of the Supreme Court are elected at large, i. e. not from Districts.

their Districts at a general State election, to serve a term of twelve years. Each Justice receives an annual salary of \$7,000.

The following are now serving:

First Appellate District.

Presiding Justice Thos. J. Lennon. Term expires January, 1923.

Associate Justice F. H. Kerrigan. Term expires Jan-

uary, 1915.

Associate Justice S. P. Hall. Term expires January, 1919.

Second Appellate District.

Presiding Justice Mathew T. Allen. Term expires January, 1915.

Associate Justice W. P. James. Term expires January,

1919.

Associate Justice V. E. Shaw. Term expires January, 1923.

Third Appellate District.

Presiding Justice Norton P. Chipman. Term expires January, 1919.

Associate Justice E. C. Hart. Term expires January,

1915.

Associate Justice A. G. Burnett. Term expires January, 1923.

(III) Superior Courts.

Each County has a Superior Court.

A Superior Court tries cases appealed from the Justices' Courts, and from the Municipal Police Courts of the County.¹

Judges are allotted to each Superior Court in number

proportionate to the population of the County.

Superior Court Judges are elected at general State elections, and serve a term of six years. Their terms expire at varying periods.²

² They are elected from the County at large.

A Superior Court has original jurisdiction over certain cases.

ELECTIVE OFFICERS OF COUNTY GOVERN-MENT.¹

Each County is governed by a Board of Supervisors, and by various County Officers.

Board of Supervisors.

Each Board of Supervisors has five members, who are elected at a general State election, and serve a term of four years. In some counties they are elected from Supervisorial Districts, while in others they are elected at large. They take office on the first Monday after the

first day of January following their election.

Their duties in general are: (1) To supervise the conduct of County Officers; (2) to divide the County into townships, election, school, road and other districts; (3) to appoint inspectors, clerks and judges of election, and to canvass all election returns of the State of California; (4) to fill by appointment certain vacancies in County offices.

County Officers.

The Officers of a County are: A District Attorney, Sheriff, County Clerk, Auditor, Treasurer, Recorder, License Collector, Tax Collector, Assessor, Superintendent of Schools, Public Administrator, Coroner, Surveyor, etc.

They are elected at a general State election, and serve a term of four years.

¹ Book of Reference: "General Election Laws, State of California," 1910, by Chas. F. Curry, pages 219-226.

In most of the Counties the duties of the following offices are consolidated: Sheriff and Tax Collector, Auditor and Recorder, County Clerk, Auditor and Recorder, County Clerk and Recorder, County Clerk and Auditor, Treasurer and Tax Collector, Assessor and Tax Collector, Public Administrator and Coroner.

County Justices of the Peace are also elected at general

State elections.

ELECTIVE OFFICERS OF CITY AND TOWN GOVERNMENT.

(1) Elective Officers of City Government.

Each city has a Chief Executive, i. e., a Mayor, or a President of Trustees,—a Legislative Body,—and various Municipal Officers.

In some cities the Legislative Body is called the Board of Trustees, while in others it is called the City Council,

or the Board of Supervisors, etc.

The Municipal Officers of a city, in general, are: A City Attorney, Auditor, Treasurer, Assessor, City Clerk, Marshal, etc.

The majority of cities hold their Municipal Elections every two years. Special elections may be held under the provisions of City Charters.

(2) Elective Officers of Town Government.

Each town has a Chief Executive, i. e., a President of Trustees, a Legislative Board, i. e., a Board of Trustees,—and various Town Officers, (a Town Clerk, Town Attorney, Treasurer, Marshal, etc.).

The majority of towns hold their elections every two

years.

VI.

SAN FRANCISCO MUNICIPAL ELECTIONS.1

(1) Elections held; (2) Officers elected; (3) Terms of office; (4) The number of votes which elect at a Primary Election.

(1)

Primary Municipal Election.

A Primary Municipal Election is held on the last Tuesday in September in each odd-numbered year, for the nomination of candidates to be voted upon at the ensuing General Municipal Election.

General Municipal Election.

A General Municipal Election is held on the first Tuesday after the first Monday in November in each odd-numbered year for the election of Municipal Officers.

Special Election.

A Special Election may be called for the following purposes: (1) For the Referendum;² (2) for the Initiative;³ (3) for the Recall;⁴ (4) for the acquisition of Public Utilities;⁵ (5) to fill vacancies in office; (6) for amendments to the Charter; (1) for Bond Issues.⁶

¹ Book of Reference: "Registration and Election Laws of California," published by the Board of Election Commissioners, San Francisco, 1911.

^{2 &}quot;Registration and Election Laws," pages 159, 160.

³ Id., pages 154-157.

⁴ Id., pages 160-164.

Id., pages 160-166.

⁶ Id., page 164.

(2) Officers Elected.

The Municipal Officers nominated and elected at Primary and General elections are: A Mayor, four Police Judges, a District Attorney, City Attorney, Assessor, Auditor, Treasurer, Tax Collector, Recorder, Public Administrator, County Clerk, Coroner, Sheriff and eighteen Supervisors.

Office is taken on the Eighth day of January follow-

ing election.

(3) Terms of Office.

At the Municipal Election of 1911 the following were elected to serve for the term of 1912-1916: The Mayor, two Police Judges, the District Attorney, Auditor, Assessor, County Clerk, Coroner, Sheriff and nine Supervisors.

The following were elected to serve for the term 1912-1914: Tax Collector, Recorder, City Attorney, Treas-

urer, Public Administrator and nine Supervisors.

The nine Supervisors who received the highest number of votes at the Municipal Election of 1911 are to serve for the term 1912-1916, while the remaining nine elected are to serve for the term 1912-1914.

In 1913, the Tax Collector, Recorder, City Attorney, two Police Judges, Treasurer, Public Administrator and nine Supervisors will be elected to serve a term of four years. Thus, henceforth, at each municipal election, certain officers will be elected to serve a term of four years.

(4) The Number of Votes which Elect at a Primary Election.

Candidates may be elected at a Primary Election under the following conditions: (1) In case there is but one person to be elected to an office, the candidate receiving a majority of the votes cast for all the candidates for that office is elected; (2) in case there are two or more persons to be elected to an office, those candidates who receive the highest number of votes are elected; provided that no person shall be elected unless he receive a number of votes greater than one-half the number of ballots cast at the Election.

MUNICIPAL DEPARTMENTS AND OFFICERS OF SAN FRANCISCO.¹

(The City and County, coinciding in territory, are under one Municipal Government.)

San Francisco has various departments of Municipal Government, the chief of which are the Executive and the Legislative Departments.

The Executive Department. (The Mayor, Executive Officers.) The Mayor.

The Mayor is elected at a municipal election, and takes office on the 8th of January following. After January, 1912, his term will be four years.

The Mayor is the President of the Board of Supervisors. His duties in general are: To supervise the conduct of all public officers; to see that the laws and ordinances are enforced; to exercise supervision over the departments and public institutions of the City; to see that all contracts with the City and County are kept; to appoint certain public Boards, and all public officers whose election or appointment is not otherwise provided for.

The following are the Boards appointed by the Mayor: A Board of Public Works, a Board of Education, a Board of Police Commissioners, a Board of Fire Commissioners, a Board of Health, a Board of Election Commissioners, a

¹ Book of Reference: The Charter of the City and County of San Francisco.

Board of Civil Service Commissioners, a Board of Playground Commissioners, and a Board of Park Commissioners.

The Mayor receives an annual salary of \$6,000. The Mayor's office is in the Crocker Building.

The holder of the office of Mayor for the term 1912-1916, is James Rolph, Jr.

Executive Officers.

The following Executive Officers are elected with the Mayor at a municipal election, and take office on the eighth of January following: (1) Auditor, (2) Treasurer, (3) Assessor, (4) Tax Collector, (5) Coroner, (6) Recorder.

1. Auditor.

(Office in City Hall.) The Auditor is in charge of the City's Accounts. After January, 1912, his term will be four years. He receives an annual salary of \$4,000. Thos. F. Boyle,—serves for the term 1912-1916.

2. Treasurer.

(Office in City Hall.)
The Treasurer is in charge of the City's Treasury.
His term is two years; after January, 1914, it will be four years.

He receives an annual salary of \$4,000. John E. Macdougald,—serves for the term 1912-1914.

3. Assessor.

(Office, 1245 Market Street.)

The Assessor makes valuations of property upon which taxes are to be levied.

After January, 1912, his term will be four years.

He receives an annual salary of \$8,000.

Washington Dodge,—serves for the term 1912-1916.

4. Tax Collector.

(Office, 1219 Market Street.)

His term is two years; after January, 1914, it will be four years.

He receives an annual salary of \$4,000.

David Bush,—serves for the term 1912-1914.

5. Coroner.

(Office, 363 Fell Street.)

After January, 1912, his term will be four years. He receives an annual salary of \$4,000. Thos. B. Leland,—serves for the term of 1912-1916.

6. Recorder.

(Office in City Hall.)

The Recorder is the custodian of Public Records. His term is two years; after January, 1914, it will be four years.

He receives an annual salary of \$4,000.

Edmond Godchaux,—serves for the term of 1912-1914.

Legislative Department. (The Board of Supervisors.)

A Board of eighteen Supervisors form the City Legislature. They are elected from the City at large at a municipal election. They take office on the 8th of Jan-

uary following.

Of the eighteen Supervisors elected at the municipal election of 1911 the nine who won the highest number of votes are to hold office four years, while the remaining nine are to hold office two years. At the municipal election in 1913 and at each municipal election thereafter nine Supervisors are to be elected to serve a term of four years.

¹ At large, i. e., not elected from Districts.

The duties of the Board in general are: (1) To make and enforce all local, police, sanitary and other City laws and regulations; (2) to regulate and control the use of the public streets; (3) to purchase property and utilities needed for public use; (4) to regulate the rates charged for public utilities (water, light, heat, power or telephonic service); (5) to impose license taxes; (6) to regulate street railroads; (7) to grant franchises; (8) to make public contracts; (9) to make an estimate of the expenses required to conduct the public business for the next ensuing year; (10) to levy an annual tax to cover the expenses of the public business.

Every bill or resolution passed by the Board of Su-

pervisors is called an Ordinance (i. e. City law).

The Board in addition to its legislative duties sits as a Board of Equalization¹ of the City and County of San Francisco.

The Board of Supervisors meets in Legislative Session on Monday of each week, at 2:00 o'clock. The meetings

are open to the public.

Each Supervisor receives the sum of \$200 per month. Those holding office for the term 1912-1916 are: Wm. H. McCarthy, Oscar Hocks, Paul Bancroft, J. Emmet Hayden, George E. Gallagher, Henry Payot, Charles A. Murdock, Thomas Jennings, Alex. T. Vogelsang.

Those holding office for the term 1912-1914 are: Fred L. Hilmer, Andrew J. Gallagher, A. H. Giannini, Adolf Koshland, Daniel C. Murphy, Byron Mauzy, Ralph Mc-

Leran, Edward L. Nolan, Guido E. Caglieri.

The Office of the Board of Supervisors is at the Temporary City Hall, Market and Eighth Streets.

¹ The Board of Equalization regulates tax assessments.

Public Departments.

I. Department of Public Works.

Under the management of a Board of Public Works, composed of three Commissioners, who are appointed by the Mayor, and who serve a term of four years.

The Board has in charge public streets, public buildings, wharves, harbors, etc. Each Commissioner receives

an annual salary of \$4,000.

Office, 995 Market Street.

2. Police Department.

Under the management of a Board of Police Commissioners, composed of four Commissioners, who are appointed by the Mayor, and who serve a term of four years. The Board appoints a Chief of Police and Police Officers. The Chief of Police receives an annual salary of \$4,000. Each Commissioner receives an annual salary of \$1,200.

Office, Hall of Justice, Kearny and Washington Streets.

3. Fire Department.

Under the management of the Board of Fire Commissioners, composed of four Commissioners, who are appointed by the Mayor, and who serve a term of four years. Each Commissioner receives an annual salary of \$1,200.

4. Department of Public Health.

Under the management of a Board of Health, composed of seven members, who are appointed by the Mayor, and who serve a term of four years. Three members of the Board must be physicians. The members of the Board serve without compensation.

Office, 1085 Mission Street.

5. Department of Elections.

Under the management of a Board of Election Commissioners, composed of five members, who are appointed by the Mayor, and who serve a term of four years. Each Commissioner receives an annual salary of \$1,000.

Office, in City Hall.

6. School Department.

Under the management of a Board of Education composed of four School Directors, who are appointed by the Mayor, and who serve a term of four years. Each School Director receives an annual salary of \$3,000.

Office, Southwest corner Pine and Larkin Streets.

Judicial Department.

(Superior Court Judges, Police Judges, Justices.) There are three classes of courts: (1) The Superior Court; (II) Police Court; (III) Justices' Courts.

The Superior Court and the Justices' Courts are the

Courts of the County of San Francisco, but since the City now coincides with the County in territory they have only a municipal jurisdiction.

I. Superior Court.

The Superior Court tries cases appealed from the Police

Court and from the Justices' Courts.

Superior Court Judges are allotted to each County in number proportionate to the population of the County. At present San Francisco has twelve Superior Court Judges. They are elected at general State elections, and serve a term of six years. Each receives an annual salary of \$6.000.

Those holding office are:

Department 1—Judge J. M. Seawell. Term expires January, 1917.

Department 2—Judge F. J. Murasky. Term expires January, 1917.

Department 3—Judge James M. Troutt. Term expires January, 1917.

Department 4—Judge J. J. Van Nostrand. Term expires January, 1915.

Department 5—Judge John Hunt. Term expires January, 1915.

Department 6—Judge F. H. Dunne. Term expires January, 1915.

Department 7—Judge E. P. Mogan. Term expires January, 1913.

Department 8—Judge E. J. Sturtevant. Term expires January, 1915.

Department 9—Judge J. V. Coffey. Term expires January, 1913.

Department 10—Judge Thos. E. Graham. Term expires January, 1913.

Department 11—Judge P. W. Lawlor. Term expires January, 1913.

Department 12—Judge Geo. H. Cabaniss. Term expires January, 1917.

II. Police Court.

The Police Court has jurisdiction over all criminal

cases, and over all violations of City Ordinances.

The Court is divided into four Departments. There is one Police Judge for each Department. Two Police Judges are elected at each municipal election to serve a term of four years. Each receives an annual salary of \$3,600.

Those holding office are:

Department I—Judge Charles L. Weller. Term expires January, 1912.

Department 2-Judge Chas. T. Conlan. Term expires

January, 1914.

Department 3—Judge Edward T. Shortall. Term expires January, 1914.

Department 4-Judge Daniel C. Deasy. Term expires

January, 1912.

At the municipal election of 1911 Judge Weller and Judge Deasy were re-elected to serve for the term 1912-1916.

Police Court Rooms, Hall of Justice, Kearny and Washington Streets.

III. Justices' Courts.

The Justices' Courts have jurisdiction over civil cases, and over all cases involving sums under three hundred dollars.

There are five Justices. They are elected at a general State elections, and serve a term of four years. Each receives an annual salary of \$2,400, except the Presiding Justice who receives an annual salary of \$2,700.

Those holding office until 1915 are:

Justice J. J. Conlan. Justice A. T. Barnett. Justice A. B. Treadwell.

Justice Charles E. A. Crighton.

Justice E. J. Flood.

The Justices' Court Rooms are in the Grant Building.

Legal Department.

(City Attorney, District Attorney, Public Administrator, County Clerk, Sheriff.)

City Attorney.

The City Attorney is elected at a municipal election. He takes office on the 8th of January following, and

serves a term of two years. After 1914 he will serve a term of four years. He receives an annual salary of \$5,000.

He prosecutes and defends for the City all actions at law or in equity, and all special proceedings for or against the City. He also gives legal advice to all officers, Boards, and Commissioners upon questions arising in their separate departments involving the rights or liabilities of the City.

The City Attorney's Office is in the Grant Building. Percy V. Long,—serves for the term 1912-1914.

District Attorney.

The District Attorney is elected at a municipal election. He takes office on the 8th of January following, and serves a term of four years. He receives an annual salary of \$5,000.

In addition to his duties as District Attorney for the County of San Francisco, he conducts on behalf of the people all prosecutions cognizable in the Police Courts. He gives, when required, advice to the Board of Police Commissioners, Chief of Police, Board of Health, and the Coroner.

The District Attorney's Office is in the Grant Building. Charles M. Fickert,—serves for the term 1912-1916.

Public Administrator.

The Public Administrator is elected at a municipal election. He takes office on the 8th of January following, and serves a term of two years. After 1914 he will serve a term of four years. He receives no salary, being paid by fees. He has in charge all property not provided for by will.

His office is in the Spreckels Building.

M. J. Hynes,—serves for the term 1912-1914.

County Clerk.

The County Clerk is elected at a municipal election. He takes office on the 8th of January following, and serves a term of four years. He receives an annual salary of \$4,000.

In addition to his duties as County Clerk he acts as Clerk for the Police Court.

Office, 1237 Market Street.

Harry I. Mulcrevy,—serves for the term 1912-1916.

Sheriff.

The Sheriff is elected at a municipal election. He takes office on the 8th of January following, and serves a term of four years. He receives an annual salary of \$8,000.

Office, 122 McAllister Street.

Fred Eggers,—serves for the term 1912-1916.

VII.

THE INITIATIVE.

A law or amendment to the State Constitution of California may be initiated in the following way: A petition proposing a law or amendment, and signed by qualified electors equal in number to eight per cent of all the votes cast for all the candidates for Governor at the last election, is presented to the Secretary of State.

The Secretary of State submits the proposed law or amendment to the vote of the electors at the next general election occurring within ninety days after the petition has been received, or at a special election called by the Governor prior to the general election. If approved by the electors, the law or amendment goes into effect.

When at any time not later than ten days before the beginning of a regular session of the Legislature, a petition proposing a law, and signed by qualified electors equal in number to five per cent of all the votes cast for all candidates for Governor at the last election, is presented to the Secretary of State, he transmits it to the Legislature.

The law proposed by the petition is then enacted or rejected by the Legislature within forty days. If enacted, it is subject to the Referendum. If rejected, or if no action is taken upon it within forty days, it is submitted to the the electors at the next general election for approval or rejection.

The Legislature may reject any measure proposed by the Initiative petition, and propose a different one on the same subject, in which case both measures are submitted to the vote of the electors at the next general election, or at a prior special election called by the Governor. The Initiative may be exercised by the electors of each county, city and county, city and town of the State under such conditions as provided by law.

THE REFERENDUM.1

An Act of the Legislature of California may be referred to the electors for approval or rejection in the following way: If within ninety days after the final adjournment of the Legislature, a petition is presented to the Secretary of State, signed by qualified electors equal in number to five per cent of all the votes cast for all candidates for Governor at the last election, and asking that an Act (section, or part of an Act) of the Legislature be submitted to the electors for approval or rejection,—the Secretary of State will then submit the Act (section, or part of such Act) to the electors at the next general election occurring at any time subsequent to thirty days after the petition has been presented, or at a prior special election called by the Governor for the purpose.

The Act, section, or part of such Act, cannot go into effect until approved by a majority of qualified electors

voting upon it.

The Referendum may be exercised by the electors of each county, city and county, city, and town of the State, under such provisions as provided by law.

THE RECALL.

Elective State officers of California may be recalled from office in the following way: A petition signed by a required number of electors, entitled to vote for a successor to the office in question, is sent to the Secretary of State.

The Secretary of State transmits the petition to the Governor, who sets a date for an election. Only those

¹ No acts passed by the Legislature can go into effect until ninety days after the adjournment of the Legislature, except acts calling elections, providing for tax levies or appropriations for State expenses, and acts for urgency measures.

electors entitled to elect a successor to the office, may vote on the question of the removal of the holder of office.

No recall petition can be filed against any officer until he has held office at least six months, except against a

Member of the State Legislature.

The Recall can be exercised by the electors of each county, city and county, city and town of the State against elective county, city and town officers under such conditions as provided by law.

VIII.

THE CONGRESSIONAL DISTRICTS OF CALIFORNIA.1

FIRST DISTRICT.

Del Norte, Humboldt, Mendocino, Sonoma, Lake, Marin, Colusa, Sutter, Yuba, Butte, Glenn.

SECOND DISTRICT.

Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Sierra, Nevada, Placer, El Dorado, Amador, Calaveras, Tuolumne, Alpine, Mariposa.

THIRD DISTRICT.

Napa, Yolo, Sacramento, Solano, Contra Costa, San Joaquin.

FOURTH AND FIFTH DISTRICTS.

San Francisco.

SIXTH DISTRICT.

Alameda.

SEVENTH DISTRICT.

Stanislaus, Merced, Madera, Fresno, Kings, Tulare, Kern.

EIGHTH DISTRICT.

San Mateo, Santa Clara, Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara, Ventura.

¹ This apportionment of Districts was made in December, 1911.

NINTH AND TENTH DISTRICTS.

Los Angeles.

ELEVENTH DISTRICT.

Mono, Inyo, San Bernardino, Riverside, Orange, San Diego, Imperial.

SENATORIAL DISTRICTS.1

First-Del Norte, Humboldt, Trinity, Tehama.

Second-Modoc, Siskiyou, Shasta, Lassen.

Third—Plumas, Sierra, Nevada, Placer, El Dorado.

Fourth-Mendocino, Colusa, Lake, Glenn.

Fifth-Napa, Solano.

Sixth—Butte, Yuba, Sutter, Yolo.

Seventh—Sacramento.

Eighth—Sonoma.

Ninth—Marin, Contra Costa.

Tenth—San Joaquin, Amador.

Eleventh-San Mateo, San Benito, Santa Cruz.

Twelfth—Tuolumne, Mariposa, Stanislaus, Merced, Alpine, Madera, Calaveras, Mono.

Thirteenth to Sixteenth, inclusive—Alameda.

Seventeenth-Monterey, San Luis Obispo.

Eighteenth to Twenty-fourth, inclusive—San Francisco.

Twenty-fifth-Ventura, Santa Barbara.

Twenty-sixth—Fresno.

Twenty-seventh and Twenty-eighth-Santa Clara.

Twenty-ninth—Los Angeles.

Thirtieth—San Bernardino, Inyo.

Thirty-first—Los Angeles.

Thirty-second—Tulare, Kern, Kings.

Thirty-third to Thirty-eighth, inclusive—Los Angeles.

Thirty-ninth—Riverside, Orange, Imperial.

Fortieth-San Diego.

¹ This apportionment of Districts was made in December, 1911.

ASSEMBLY DISTRICTS.1

First-Del Norte, Siskiyou.

Second—Humboldt.

Third—Shasta, Trinity.

Fourth-Plumas, Lassen, Modoc, Sierra.

Fifth—Tehama, Glenn, Colusa.

Sixth-Mendocino.

Seventh—Butte.

Eighth-Yuba, Sutter, Yolo.

Ninth-Nevada and Placer.

Tenth-Solano.

Eleventh-Napa, Lake.

Twelfth and Thirteenth—Sonoma.

Fourteenth and Fifteenth-Sacramento.

Sixteenth—El Dorado, Amador, Calaveras, Alpine.

Seventeenth—Marin.

Eighteenth—Contra Costa.

Nineteenth and Twentieth-San Joaquin.

Twenty-first to Thirty-third—San Francisco.

Thirty-fourth to Forty-first-Alameda.

Forty-second—San Mateo.

Forty-third—Santa Cruz.

Forty-fourth and Forty-fifth—Santa Clara.

Forty-sixth—Stanislaus.

Forty-seventh-Mariposa, Tuolumne, Mono and Inyo.

Forty-eighth-Monterey and San Benito.

Forty-ninth—Merced and Madera.

Fiftieth, Fifty-first and Fifty-second—Fresno.

Fifty-third-San Luis Obispo.

Fifty-fourth—Kings.

Fifty-fifth-Tulare.

Fifty-sixth—Kern.

Fifty-seventh and Fifty-eighth—San Bernardino.

Fifty-ninth-Santa Barbara.

¹ This apportionment of Districts was made in December, 1911.

Sixtieth—Ventura.
Sixty-first to Seventy-fifth, inclusive—Los Angeles.
Seventy-sixth—Orange.
Seventy-seventh—Riverside.
Seventy-eighth—Imperial.
Seventy-ninth and Eightieth—San Diego.

EQUALIZATION DISTRICTS.

FIRST DISTRICT.

The City and County of San Francisco.

SECOND DISTRICT.

The Counties of Alameda, Alpine, Amador, Calaveras, Contra Costa, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Tuolumne.

THIRD DISTRICT.

The Counties of Butte, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Marin, Mendocino, Modoc, Napa, Plumas, Shasta, Sierra, Siskiyou, Solano, Sonoma, Sutter, Tehama, Trinity, Yolo, Yuba.

FOURTH DISTRICT.

The Counties of Fresno, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Mono, Monterey, Orange, Riverside, San Benito, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Stanislaus, Tulare and Ventura.

JUDICIAL DISTRICTS

FIRST APPELLATE DISTRICT.

The Counties of San Francisco, Marin, Contra Costa, Alameda, San Mateo, Santa Clara, Fresno, Santa Cruz, Monterey, San Benito.

SECOND APPELLATE DISTRICT.

The Counties-of Tulare, Kings, San Luis Obispo, Kern, Inyo, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego.

THIRD APPELLATE DISTRICT.

The Counties of Del Norte, Siskiyou, Modoc, Humboldt, Trinity, Shasta, Lassen, Tehama, Plumas, Mendocino, Lake, Colusa, Glenn, Butte, Sierra, Sutter Yuba, Nevada, Sonoma, Napa, Yolo, Placer, Solano, Sacramento, El Dorado, San Joaquin, Amador, Calaveras, Stanislaus, Mariposa, Madera, Merced, Tuolumne, Alpine, Mono.

GENERAL MUNICIPAL ELECTION, OITY AND COUNTY OF SAN FRANCISCO

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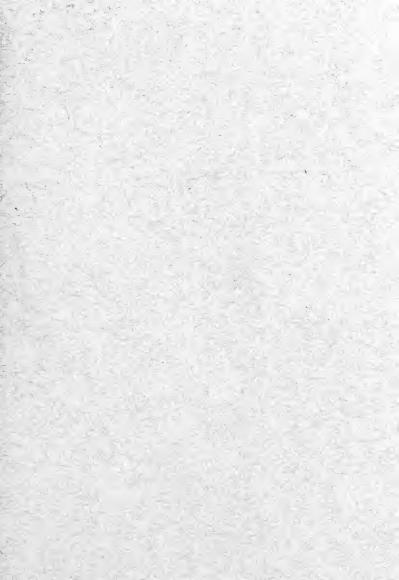
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