

## Kansas Voters' Manual (revised)

### Section 2, Pages 31 - 60

The purpose of this booklet was to assist "the women of Kansas in discharging the duties of citizenship." The pamphlet describes who should vote, where to register, where to vote, how to vote and the general election process. The pamphlet also includes information about the federal, state, city, and county governments. In addition to the information in the 1913 manual, this one contains information on school government, taxes, and state institutions. Several chapters contain information of interest to women about laws that impact women and children, marriage, divorce, care of dependents, property rights for spouses and descendants, and social issues such as drinking and gambling. At the back of the booklet is a fold out chart diagramming the organization of the various levels of government. This version of the manual was endorsed by the Kansas Woman's Christian Temperance Union, the Kansas League of Woman Voters, and the Wichita Federation of Women's Clubs. Mary Dobbs was one of the leaders of the Kansas WCTU.

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directly affecting the living conditions of the people of this state and in the promotion of the general welfare over the following employments and industries and public utilities: (1) The manufacture of food products; (2) The manufacture of clothing; (3) The mining or production of any substance or material in common use as fuel either for domestic, manufacturing or transportation purposes; (4) The transportation of all food products and articles or substances entering into wearing apparel or fuel from place where produced to the place of manufacture or consumption; (5) All public utilities and common carriers; and it has authority to make findings and orders in all cases of controversies between employers and employees in any of the industries above enumerated covering wages, hours, and working or living conditions.

### QUESTIONS.

When was the constitution of Kansas adopted? What constitution was it?

How many departments in the Kansas government?

Who compose the executive department?

What are some of the powers of the governor?

What are the salaries of the State officers?

How many elective officers are there? Appointive? By whom appointed?

When does the legislature meet? For how long? Can there be an extra session?

How many representatives? Senators? Can there be more?

In what is the judicial power of the state vested?

How many supreme justices? Salaries? When elected?

How many judicial districts?

When are judges elected? For how long a time?

What is the jurisdiction of the District courts?

What is the Court of Industrial Relations? Its jurisdiction?

In what senatorial district are you? Who is your state senator? Your representative? The judge of your district court?



## VII

### †COUNTY GOVERNMENT

Each County is governed by County officers and a Board of County Commissioners.

#### Board of County Commissioners.

Each County is divided into three Commissioner Districts known as Districts Numbers One, Two, and Three.

One Commissioner is elected at one General Election and two at the following General Election, each to serve four years, beginning the second Monday in January after his election. This makes a permanent Board of three members.

The chief duties of the Board are: to levy the County tax; to open, alter and repair roads and build bridges; to build and repair County buildings; to appropriate money for current expenses; to have oversight of the Business of the County and to represent the County in legal matters.

On the third Monday in May the County Commissioners meet as a Board of Equalization for the County and decide any appeals from the Board of Review and equalize and adjust personal and township assessments.

#### County Officers.

The other elective County officers are: a County Attorney, Sheriff, County Clerk, Treasurer, Register of Deeds, Coroner, Superintendent of Public Instruction, Assessor, Surveyor, Probate Judge, Clerk of the Court, and are elected at the General Election for a term of two years. They assume their offices the second Monday in January following the election, except the County Superintendent, whose term begins the second Monday in May, and the County Treasurer who begins the second Tuesday in October.

In Counties with over 45,000 population there is an Auditor who serves two years and is appointed by the District Court of that Judicial District. Salary \$1,000.

\*In counties over 70,000 \$2,500.

†County Government. Gen. Statutes 1915, Par. 2528.

\*Session Laws 1917, Chap. 30.



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The County Commissioners also elect the County Health Officer, who serves during the pleasure of the County Commissioners; and on recommendation and nomination of sheriff appoint a \*Matron for the County jail who shall have charge of women prisoners; and in Counties of more than 22,000, a Commissioner of the Poor to serve two years.; †and in counties of over 100,000 population a county counselor for a term of three years, with salary not to exceed \$2,000, who shall represent the county generally in all matters of civil law, except tax foreclosures.

### Duties of Officers

‡The County Attorney represents the people in the courts of the County, is advisor of the County officers and has control of the legal affairs of the County.

\*\*The sheriff shall have charge and custody of jail and all prisoners and shall keep the jail himself or by deputy. He shall serve and execute all papers and orders issued by the proper authorities, shall attend courts of record held in county and shall preserve the peace.

\*\*\*The county clerk is the recording officer for the county commissioners. He must keep record of all actions, sign orders issued by the board and preserve and file all accounts acted upon.

††The treasurer is the custodian of the finances of the county. He shall receive all monies directed by law to be paid to him. He shall pay out only upon orders of county commissioners except such as are provided by law. He shall keep a book account of receipts and expenditures, settle accounts with county commissioners in October of each year and exhibit books, money and accounts for audit, make quarterly statements of amounts on hand and the funds to which they belong.

\*A Matron. Session Laws 1919, Chap. 166.

†Session Laws 1917, Chap. 128.

‡Gen. Statutes 1915, Par. 2619-2624. \*\*Par. 274-2758; \*\*\*Par. 2667-2690; ††Par. 2759-2800.



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\*The auditor shall audit all claims against county and allow only such as are provided for by law and due by contract authorized by law and shall examine the accounts of the county treasurer once in three months and make report to county commissioners.

†The register of deeds shall keep record of all deeds, mortgages, maps, instruments and writings authorized by law.

††The coroner shall impanel jury and hold inquest upon dead bodies of persons who have died by unlawful means; issue warrants if crime has been committed and report to county clerk. He shall act in place of sheriff under certain circumstances.

The county Superintendent of public instruction has supervision of the schools of the county.

†In counties of less than 55,000 population the county clerk acts as Assessor. The assessor appoints city and ward assessors and oversees the work of these and the township trustees who are the assessors for the townships. They shall make a statistical enumeration which shall give the property valuation, personal and real, cause all inhabitants to be enumerated, make a list of all persons twenty-one years of age and upward, and prepare a list of all persons who are deaf, dumb, blind, or idiots with required information and file with the county clerk, and secure other required information.

††The surveyor is to survey such parts of county needing it, make record of plats and surveys, establish cornerstones, boundary lines, etc.

†††The clerk of the court shall do and perform all duties that may be required by law or the rules and practices of the courts and shall safely preserve all papers, processes, pleadings, and awards that may be filed or placed in that office; appoint deputies, administer oaths and take acknowledgements.

\*Gen. Stat. 1915, Par. 2641-2665; †Par. 2727-2741; ††Par. 2599-2617; †Par. 760-774, 2618, 11307-11312; ††Par. 2681-2723; †††Par. 2592-2598.



### †COUNTY COURTS

#### Probate Court.

The Probate Court is a court of Record, and has jurisdiction over the estates of deceased persons, minors and persons of unsound mind, issues all marriage licenses, and has jurisdiction in cases of habeas corpus. The officer of the court is the Probate Judge.

#### Juvenile Court.

There is in each County a Juvenile Court whose jurisdiction shall pertain to the care of dependent, neglected and delinquent children under sixteen years of age. The Probate Judge of the County is Judge of the Juvenile Court.

#### Probation Officer.

The Probation officers are appointed by the Juvenile Court and must be discreet persons of good character. They may be men or women.

#### \*Small Debtors' Court.

A small Debtors' Court may be established, if there be need, by County Commissioners for the County or by Mayor and Council, or City Commissioners for the City.

This court shall have jurisdiction for administration of justice concerning the collection of small sums for wages, work or labor or other small debts. A reputable citizen of integrity and sympathy for the poor and unfortunate, but not a lawyer, shall be appointed Judge, who shall serve during the pleasure of the appointing power and not more than four years, and shall serve without pay.

†Gen. Stat. 1915: 3055, 3066-3067.

\*Small Debtor's Court. Gen. Statutes 1915, Par. 3316-3327.

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### \*City Courts.

By special acts of the legislature, city courts were created for Atchison, Coffeyville, Kansas City, Leavenworth, Topeka and Wichita. These courts have the same jurisdiction as the justice courts and additional jurisdiction over suits involving greater amounts than are within the jurisdiction of Justices of the Peace. The several acts differ as to the jurisdictional amount. The statutes make provision for city courts under special conditions in certain other counties.

\*Gen. Statute 1915, Par. 3110-3315.

### QUESTIONS.

How is a county governed?  
How many officers? What are the chief duties of the county commissioners?  
When are officers elected? When take office?  
What officers are appointed?  
Who are the executive officers of the county? What are the duties of the county officers?  
What are the county courts?  
Over what does the probate court have jurisdiction?  
What is the juvenile court? Who is the judge?  
What other officers are there? Can women serve here?  
What is the small debtors court?  
Who are the officers of your county?



## VIII

### \*TOWNSHIP GOVERNMENT

The officers of a municipal Township are one Trustee, one Clerk, one Treasurer, known as the Township Board, two Constables and two Justices of the Peace, and one road overseer in each road district, elected at the General Election for a term of two years.

#### Duties of the Trustee.

To divide Township into Road Districts; to fill vacancies in Road Overseers; to see to the proper application of money for road and other purposes; to have care and management of all property belonging to the Township; appoints Election Board; Overseer of property belonging to the Township; Judges of elections and overseer of poor; attends to pecuniary concerns of Township and levies taxes.

The Treasurer has charge of all moneys of the Township.

The Clerk keeps the records of the Township.

The Justices of the Peace are the Judicial officers of the Township and have charge of the Justice Court.

The Constables are the ministerial officers and serve all processes, civil and criminal.

#### Justice Courts.

There are two Justice Courts in each Township, each presided over by a Justice of the Peace who tries cases of misdemeanor and civil cases involving small amounts.

\*Township Government. Gen. Statutes 1915, Par. 11537-11548.

#### QUESTIONS.

How is the township governed?

When are officers elected? What are their duties?

What are the courts of the township? What officers?

Who are your township officers?



## IX

### CITY GOVERNMENT

#### Classes, Form, Elections

Cities of Kansas are divided, according to population, into (1) First Class, 15,000 and over; (2) Second Class, 2,000 to 15,000; (3) Third Class, 2,000 and less.

According to form of government, cities are divided into (1) Council; (2) Commission, and (3) City Manager.

### CITY ELECTIONS—PRIMARY, GENERAL, AND SPECIAL.

#### \*Nominations

In cities of less than 5,000 population the nominations for city officers are by petition.

In cities of 5,000 population and over, candidates are placed upon primary ballot for nomination for the regular election (1) by petition; (2) by declaration of candidate with proper fee.

For Cities under Council form petitions must have signatures as follows:

For City offices (except Councilmen), two per cent of party voters in one-fourth of the election precincts, and not less than five nor more than ten per cent of party vote in the City. For Councilmen, two per cent of party vote in one-half precincts of ward and not less than two per cent nor more than five per cent of the total party vote in the ward. For Precinct Committeeman, two per cent of party vote cast for county clerk in that precinct.

By declaration of candidate the following fees: Mayor of First or Second Class cities, a sum equal to one per cent of one year's salary; Commissioner or Councilman, First Class city, \$10; Second Class, \$5; Mayor, Councilman, or Police Judge in Third Class cities, each fifty cents.

\*Nominations. Gen. Statutes 1915, Par. 4176. Session Laws 1917, Chap. 178.



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Independent candidates' names may be placed upon the primary ballot by petition of five per cent of the voters of the City or Ward, but must contain not less than ten signatures of qualified electors.

Under the Commission form of government for first and second class cities of over 5,000 population there are no party candidates, and the petitions must contain names of not less than twenty-five qualified voters.

### **\*Primary Elections**

Under the Council form of government, the primary election is held the second Tuesday in March each year.

The party candidate receiving the highest number of votes for the office designated is nominated for the office, and the name will appear upon the General City Election ballot.

Under the Commission form the primary election is held (1) for First class cities the second Monday preceding the first Tuesday in April; (2) for Second class cities the second Tuesday in March.

The two candidates having received the highest number of votes for the office designated are nominated and have their names placed upon the General City Election ballot.

### **†General City Election.**

General City elections are held (1) For First class cities, the first Tuesday in April, each odd numbered year, (2) For Second class cities, the first Tuesday in April each year. (3) For Third class cities, the first Monday in April, each odd numbered year.

### **††Special Elections.**

Special elections may be called under council form (1) to issue bonds; (2) to vote on change from Council to Com-

\*Primary Elections. Gen. Statutes 1915, Par. 4172-4175.

†General City Election. Gen. Statutes 1915, Par. 1046, 1086-1077.

††Special Elections. Gen. Statutes 1915, Par. 625, 1463.



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mission form of government; (3) to fill vacancies, in second class cities. Under Commission form; (1) for the Recall of officials; (2) for initiating ordinances; (3) For referring ordinances; (4) For Bond issues; (5) and to vote on change from Commission to Council or to City Manager form.

Not more than one special election may be called in six months.

### COUNCIL FORM

This is the general form of government for cities. The governing body is composed of the Mayor and members of the Council who are elected by the people, and other officers, either elected by the people or appointed by the Council.

Qualifications for office under Council form: Candidates for the office of Mayor or Councilman must be qualified electors, a resident of the city six months prior to the election and owners of real estate within the city; in 2nd Class a resident 30 days.

Candidates for the council must be residents of the ward from which they wish to be elected.

\*Wards: In cities of 4,000 to 8,000 there shall be not less than, nor more than, four wards. When the male citizens in any ward exceed 400 the Mayor and Council are authorized to divide the ward into election precincts.

Duties of officers: (1) The Mayor is the executive officer and shall preside over meetings, have casting vote in case of tie; shall sign or veto all ordinances passed by the Council; sign all appointments and commissions; have general supervision of affairs of City; be active and vigilant in enforcing all laws and ordinances.

(2) The council is the legislative or law-making department and with the mayor shall have the care, management and control of the City, its property and finances; shall enact, alter, modify, or repeal ordinances expedient for the

\*Wards and Precincts. Gen. Statutes 1915, Par. 1060, 1676.

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good government of the City and not conflicting with the State Constitution and laws, for the preservation of peace and good-order, suppression of vice and immorality, to benefit trade and commerce, for the health of the people and other rules and regulations necessary to carry these into effect.

(3) The Police Judge is the conservator of the peace and determines all offences against the ordinances of the City.

(4) The City Attorney is the legal advisor of the officers of the City and represents the city in all actions at law.

(5) The city clerk is the recording officer of the city.

(6) The city treasurer shall have charge of all monies for the city.

### Police Courts.

The judicial power of the City is vested in the Police Court. The Police Judge is the conservator of peace and has exclusive original jurisdiction to hear and determine all offences against ordinances of the City. Court shall be open every day except Sunday.

### \*Council Form—First Class Cities.

Population 15,000 and over.

Elections are held the first Tuesday in April each year.

Officers to be elected: In odd years, Mayor, City Clerk, City Attorney, City Treasurer, Police Judge, and one member of Council from each ward. In even numbered years: one member of Council from each ward.

Term of office: two years.

There shall be a School Board of six members, three elected each odd numbered year to serve a term of four years. Exception, cities 50,000 to 75,000 population have twelve members.

\*First Class Cities. Gen. Statutes 1915, Par. 1033, 1050.



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Appointive officers, appointed by Mayor and Council: City Engineer, Fire Chief, Street Commissioner, Market Master, Inspector and Weigher of Produce, Weighmaster, Chief of Police, Policemen, Detectives, \*Police Matron, and such other officers and employes as may be necessary. If 50,000 population, a City Counsellor is appointed, and if over 55,000, a commissioner of elections shall be appointed by the Governor for a term of four years at a salary of \$1,500.

Salaries are provided by ordinance. They may not be more for the following than: Mayor \$2,000; Attorney, \$2,000; Clerk, \$1,500; Engineer, \$2,000; Street Commissioner, \$1,200; Treasurer, \$1,200; Police Judge, \$1,200; Police Matron, \$900.

### †Council Form—Second Class Cities.

Population 2,000 to 15,000.

Elections are held the First Tuesday in April each year.

Officers to be elected: In odd years: Mayor, Police Judge, City Treasurer, Treasurer School Board, one member Council from each ward; in even years: one member of Council from each ward. Term of office, two years.

††There shall be six members of the School Board, three elected each odd numbered year for a term of four years.

Appointive officers, appointed by Mayor and Council: City Marshal, City Clerk, City Attorney, City Assessor. They may appoint an Assistant Marshal, City Engineer, Street Commissioner, and Policemen if deemed necessary. These serve for one year unless removed for cause.

Salaries—The salaries of Mayor, Councilmen, members

\*Police Matron. Gen. Statutes 1915, Par. 1174.

†Second Class Cities. Gen. Statutes 1915, Par. 1671-1824.

††Gen. Statutes. 1915, Par. 9065.



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of Board of Education shall not be more than (\$1.00) per year. Salaries of other officers are provided by ordinance except Justices of the Peace and assessors.

### **\*Council Form—Third Class Cities.**

Population 250 to 2,000.

Elections: the first Monday in April each odd numbered year.

The nomination for officers of city are by caucus system.

Officers to be elected: Mayor, Police Judge, and five Councilmen.

Term of office, two years.

When a third class City has population of over 1,000 it may be made a separate Township and then shall elect two Constables, and two Justices of the Peace.

Appointive officers: City Clerk, City Treasurer, Marshal, Assistant Marshal, Policemen and Street Commissioner to be appointed by the Council in May each year. By ordinance, provision may be made for City Attorney.

### **†COMMISSION FORM**

Cities may, by majority vote of the citizens, adopt the Commission form of government.

In this form of government only the Commissioners are elected. All other officers are appointed by the Commissioners. The Mayor is one of the Commissioners.

Each Commissioner is elected as the head of a department and is responsible for the success of that department of the city business.

Mayor and Commissioners must give bond.

### **Qualifications for Commissioners.**

(1) Citizens of the United States; (2) Bona fide property

\*Third Class Cities. Gen. Statutes 1915, Par. 1873-2005.  
†Commission Form. Gen. Statutes 1915, Par. 1455.



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owner in the city; (3) in (a) first and second class cities, at least twenty-five years of age, (b) third class, at least twenty-one years of age; (4) A resident immediately preceding the election, (a) in first class cities, 3 years; (b) in second class cities, 2 years; (c) in third class cities, 1 year.

### **Duties of Board of Commissioners.**

To make and enforce all ordinances for the welfare of the city; to control the use of the public streets; to condemn and use private property for the city; to grant franchises; to levy and collect licenses; to estimate the expenses of the city; to levy taxes; to provide for the general welfare of the city.

### **Duties of Mayor.**

To sign all ordinances; to execute contracts, sign orders upon Treasurer; to sign commissions of all appointive officers; to be conservator of the peace; to see that all laws and ordinances are enforced.

Unlike the council form of government, the Mayor has a vote on all questions, but no veto power.

### **Civil Service Commission.**

\*Under the Commission form all cities must appoint three Civil Service Commissioners.

The appointive officers, except such as are exempt by statute, are filled from lists of persons who have taken the Civil Service examinations. All appointive officers must be bona fide residents of the city one year prior to appointment.

With the Commission form the recall, the initiative and the referendum are in force.

### **†The Initiative.**

Any measure may be brought before the Commission and the people of the city, by a request, in form, signed by

\*Civil Service Commission. Gen. Statutes 1915, Par 1557-1575. Session Laws 1917, Chap. 97.

†Initiative and Referendum. Gen. Statutes 1915, Par. 1483-1484.



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forty per cent of the entire vote cast for Mayor or Commissioners and such measure or ordinance (a) shall be passed without change within twenty days, or (b) a special election shall be called, unless general municipal election occurs within ninety days, and the ordinance submitted unchanged.

If signed by not less than 10% of voters, nor more than 25% the Commission shall pass the ordinance within twenty days or submit to voters at the next general city election occurring not more than thirty days after petition is certified by the City Clerk.

Any number of proposed ordinances may be voted upon at the same election but not more than one special election may be called in any period of six months for such purpose.

### \*The Recall.

The holder of any elective office may be removed at any time by the electors qualified to vote for his successor.

The procedure: A petition signed by at least twenty-five per cent of the entire vote of all candidates for Mayor at the last election demanding the election of a successor to the person sought to be removed, shall be filed with the clerk stating the grounds for the removal. Statement shall be made by one of the signers of each paper that the statements are true and that the signatures are genuine.

Within ten days after filing of petition City Clerk shall verify the number of signatures and if such petition is sufficient, shall submit the same to the Commission immediately. If the Commission finds the petition sufficient it shall order and fix date for election not less than thirty days nor more than forty days from the date of Clerk's certificate to Commission that petition is sufficient.

Nominations for election under Recall shall be by statement accompanied by petition with not less than 10% of entire vote for all candidates for mayor at last general municipal election without intervening primary election.

\*Recall. Gen. Statutes 1915, Par. 1473.



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Such election shall be held, conducted and returned in same manner as regular City election. The successor of any officer shall hold the office during the unexpired term. The person receiving the highest number of votes in such election shall be declared elected. The officer being recalled will be a candidate unless he declares otherwise.

If the petition was not sufficient it shall be returned and ten days given in which to amend the petition and if then it is insufficient, it is returned to the person filing, without prejudice to the filing of a new petition.

### **\*The Referendum**

Any ordinance which has been proposed by petition or adopted by vote of the people cannot be repealed or amended except by vote of the people.

The Commission may submit a proposition for the repeal of any ordinance or for amendments thereto to be voted upon at any succeeding general election, and should such proposition so submitted receive a majority of the votes cast thereon at such election such ordinance is thereby repealed or amended accordingly.

After four years trial a city having the Commission form of government may by majority vote of the people abandon that form and return to the Council form.

### **†Commission Form—First Class Cities.**

Under this form First Class Cities are divided into three classes: (1) Cities with 30,000 and more population; (2) with less than 30,000; (3) with less than 18,000.

For Cities of 30,000 population and over the general city elections occur the first Tuesday in April of odd numbered year. Nominations are made at the Primary city election, which occurs the second Monday preceeding the General city election. Names of candidates are placed

\*Gen. Statutes 1915, Par. 1484.

†Commission Form First Class Cities. Gen. Statutes 1915, Par. 1464-1670.



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on primary ballot by petition. At least twenty-five qualified voters must sign the petition.

The elective officers of the city are a mayor and four Commissioners, each the head of a certain department. The Mayor is elected head of Police and Fire departments; one is elected Commissioner of Finance and Revenue; one, Commissioner of Parks and Public Property; one, Commissioner of Waterworks and Street Lighting; one, Commissioner of Streets and Public Improvements.

The Board of Commissioners shall have control and supervision over all the departments of the city and shall have power to make and enforce such rules and regulations as they may see fit and proper for the organization, management and operation of all the departments of the city.

The Mayor is the chief executive of the city and has general supervision over all other officers of the city.

The Board of Commissioners may appoint by majority vote the following officers: City Attorney, City Clerk, City Treasurer, City Auditor, City Engineer, Superintendent of Waterworks, Secretary of Waterworks, Fire Marshal, Chief of Police, City Physician, Judge of the Police Court, Superintendent of Public Parks, City Assessor, and such other officers as are necessary for the best interest of the city, to serve during the term of the Commissioners.

\*For cities of less than 30,000 population a mayor and four commissioners are elected at a special election. The mayor and two commissioners shall hold office until the next regular April election and the other two commissioners until the second April election and thereafter their successors shall be elected every two years.

†For Cities of less than 18,000 population, the elective officers shall be a mayor and two commissioners. The mayor shall be ex officio commissioner of police, health, fire departments, and streets and public property, one commissioner shall be known as commissioner of finance

\*30,000 Population. Session Laws, 1917, 123.

†18,000 Population. Gen. Statutes 1915, Par. 1471. Session Laws 1917, Chap. 103.

and revenue, and the other as commissioner of streets and public utilities.

The election shall be at the time and place of the election for county and state officers, the terms of office shall be two years, beginning on the first day of January following their election.

### **\*Commission Form—Second Class Cities.**

Elections are held the first Tuesday in April, each year.

Nominations by primary election the second Tuesday in March except in cities of less than 5,000, in which nominations are by petition. Names of candidates are placed on primary ballot by petition with at least twenty-five names on petition.

The officers are three Commissioners, one of whom is known as Mayor.

In the first election the Mayor and two Commissioners are elected, the Mayor to serve one year, the two commissioners, one for two years, and one for three years. In the succeeding elections one Commissioner is elected each year to serve a term of three years.

The Mayor is head of the Department of Police, Health and Fire.

One Commissioner is elected to the department of Finance and Revenue; and the other, Streets and Public Utilities.

Appointive officers are: City Attorney, City Treasurer, Police Judge, City Engineer, Marshal, Fire Chief, and such other officers and employees as necessary. Term, two years.

### **†Commission Form—Third Class.**

Elections are held the first Monday in April each year.

Nominations are by caucus or mass meeting.

Elective officers: Mayor, who is Commissioner of Police, and Fire Departments; a Commissioner of Finance, Revenue and Waterworks; and a Commissioner of Streets, Alleys and Public Improvements.

\*Commission Form Second Class Cities. Gen. Statutes 1915, Par. 1828-1872.

†Commission Form Third Class Cities. Gen. Statutes 1915, Par. 2006-2033.



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Term of office, three years.

Appointive officers: City Clerk, City Treasurer, Police Judge, and City Marshal. The following may be appointed, too, if deemed necessary: City Attorney, City Assessor, City Engineer and a Fire Chief.

### \*CITY MANAGER FORM

Any city may adopt the City Manager form by a majority vote of its citizens. It is founded upon the Commission form differing only in the essentials which make possible the managerial features. Nominations and elections are the same. The Governing Board has the same number of commissioners as provided under the commission form but who are not elected to any special department. The Board chooses annually its own chairman, who has the title of mayor.

The salary of the commissioners in First Class Cities of 25,000 population and over is \$100 per year; less than 25,000 is \$75 per year. Second Class Cities—\$50 per year.

Third Class Cities it is as now provided by law.

Duties of Commissioners: To pass all ordinances; to provide all necessary offices and fix salaries for same; to appoint a City Manager; to be responsible for the acts of the Manager; to create administrative departments of (1) Law, (2) Service, (3) Public Welfare, (4) Safety, (5) Finance.

The manager shall be chosen solely for administrative ability.

Duties of City Manager: Shall give bond; be responsible for administration of all affairs of city; shall appoint and remove heads of departments (except heads under the five departments); officers and employees; may require civil service commission; shall prepare and submit annual budget to commission; shall make known financial condition; make recommendations for welfare of city; has seat but no vote in all public meetings of commission.

\*Sess on Laws 1917, Chap. 86.

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The city shall provide for city expenses by a budget system. The commissioners and manager must give bond. The salary of the manager is fixed by the commission.

In Kansas the State is the unit of Government, and all powers of the city, township or county are derived from the state by legislation. No, city, county or township can take to itself any prerogatives in any matter not definitely granted by law.

### QUESTIONS.

How are cities of Kansas divided as to population? Form of government?

How are officers in cities nominated?

When are primary elections held (1) Under Council form? (2) Under Commission form?

Are cities governed by party organization?

When is the general city election?

What special elections may be called?

What is the general form for city government?

What are the qualifications of officers?

Who is the executive officer? The legislative body?

What is the judicial power?

What distinguishes the different classes of cities?

Describe government of cities of the First Class? Second Class? Third Class?

What distinctive features does the commission form have?

Qualification of commissioners?

What is the recall? The Initiative? The Referendum?

Into what classes are First Class cities divided under commission form?

How does the Second Class differ from the First Class? Third Class?

What is the City Manager form? In what does it differ from the Commission form?

What are the duties of the commissioners? Manager?

What departments are provided for the Manager from?

What are the appointive officers under each class?

Under what form do you live? Who are your officers?



## X

### †SCHOOL GOVERNMENT

In Kansas the government of the schools is placed in the hands of a State Superintendent of Public Instruction who has general oversight for the State; County Superintendents of Public Instruction, who have oversight, each for his County; and a Board of Directors, commonly called the School Board, for each District.

Each County is divided into Districts for the accommodation of the pupils and patrons of the school.

Schools are designated as rural and city schools.

In rural districts, and third class cities, the School Board consists of three members, one elected each year to serve for three years.

The annual meeting at which the business of the district is transacted and directors elected is held the second Friday in April at two o'clock P. M.

‡In union or graded school districts composed of two or more districts the annual meeting is the Thursday preceding the second Friday in April.

Duties of School Board: To employ teachers; to have charge of all property of district; to furnish necessary supplies for school; to confer and co-operate with the teacher in management of school; to make proper reports to County; to work for the best interests of the school.

\*In cities of the first and second class (except cities of from 50,000 to 75,000) the Board of Education consists of six members chosen at large. Three are elected at the city election each odd numbered year for a term of four years. They take office the August following election.

\*School Board, General Statutes 1915, Par. 9088.

†Gen. Statutes 1915, Par. 203 and 8867-9457. ‡Par. 8950

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In cities of the first class the Board of Education may elect the Treasurer of the Board of Education to serve during pleasure of Board. Otherwise the City Treasurer acts as Treasurer of Board of Education.

In cities, there shall be a City Superintendent who shall supervise the work of the schools of the city.

Special elections may be called upon petition of ten resident taxpayers for purposes designated by law and specified in the call.

\*The educational system of the state includes the common schools of eight grades, the high schools of four grades, three state normal schools, the State Agricultural College and the State University, and is supported by taxation and the income from the perpetual school fund provided for in the constitution, derived from land grants and certain fees and fines, and is free to all children in the state between the ages of six and twenty-one years.

An annual school census ascertains who should be in attendance in the schools of each district. The annual distribution of school funds is based also on this school census.

\*\*A compulsory attendance law provides that all children between the ages of eight and sixteen must attend either a private or public school during the term of the school. The minimum school term is seven months.

There are truant officers to see that this law is enforced. Provision is made that a child more than fourteen who is able to read and write the English language and is regularly employed for his own support or those dependant upon him shall not be required to attend more than eight consecutive weeks. One who holds a certificate of graduation from the common schools, or is physically or mentally incapacitated shall not be compelled to attend.

\*Gen. Statutes, 1915, Par. 205. Session Law 1919, Chap. 258.

\*\*Gen. Statutes 1915, Par. 9415-9416. Session Laws 1919, Chap. 373.



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\*The English language must be used exclusively in all elementary schools of the state, whether public, private or parochial, as the medium of instruction.

\*\*Free night schools shall be established upon petition of ten parents or guardians and must be maintained three nights each week for a period not less than five months for persons over fourteen years of age.

\*\*\*Taxes may be levied in addition to the regular assessment to establish Industrial Training in any school in the state.

Free kindergartens may be established in any district for children between the ages of four and six years.

### High Schools.

†Provision has been made for the establishment of county, city and rural high schools and for taxation for the maintenance of the same.

Each county having a population of 2,000 or more may vote to establish a county High School. Bonds may be voted for building and maintaining such school and added taxes assessed.

The Barnes law provides for help to High Schools in counties where no County High School is established.

Rural High Schools may be established by a majority vote of the electors of the districts to be accommodated by such high school.

Special provision is made for the education of the deaf, mute and blind at state institutions maintained for this purpose, and for the poor under the care of the county.

Special legislation provides that the effects of alcohol, stimulants and narcotics shall be taught all pupils in all schools supported by public money, and that a special program shall be given about September 28 each year in all schools telling of the benefits of prohibition.

\*Session Laws 1919, Chap. 257.

\*\*Gen Statutes 1915, Par. 9394. Session Laws 1919, Chap. 271.

\*\*\*Gen. Statutes 1915, Par. 9384.

†Gen. Statutes 9287-9357. Session Laws 1917, Chap. 284.

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The Holy Scriptures may be read in the schools, but no sectarian or religious doctrine may be taught.

\*The state Board of Education, composed of the State Superintendent as ex-officio chairman, the chancellor of the State University, the presidents of the State Agricultural College, the State Normal schools at Emporia, Pittsburg and Hays, two county or city superintendents of public instruction and a county superintendent, appointed by the governor have as their chief duties the formulating of courses of studies, prescribing the kinds of certificates which may be issued to teach in the schools of Kansas, fixing salaries of inspectors of High Schools and supervisors of rural schools and vocational education, the accrediting of schools which maintain a certain fixed standard of excellence.

\*\*School boards in all cities are authorized to provide public recreational places and play grounds for children under proper supervision.

\*Gen. Statutes 8871-8875. Session Laws 1919, Chap. 256.

\*\*Session Laws 1917, 274.

### QUESTIONS.

Who has oversight of the school system of the state? The county? The city?

What are the duties of the school board?

How members of school board in rural districts and third class cities?

In cities of the First and Second class?

When are the school elections? How many special elections be called?

What does the school system of the state include? How many grades?

How are the schools supported?

What is the compulsory education law? How enforced?

What is the minimum school term?

What language must be used exclusively in the elementary schools?

In addition to the regular day schools what schools may be established?

How are the deaf, mute, blind, and poor educated?

What provision is made for High Schools?

Who comprises the state Board of Education? How many are appointed by the governor?

What provision is made for reading the Scriptures in the schools?



### XI.

#### \*FINANCE AND REVENUE

The constitution assures a uniform and equal rate of assessment and taxation with the following exceptions: All property used exclusively for state, county, municipal, literary, educational, scientific, religious, benevolent and charitable purposes and personal property to the amount of at least two hundred dollars for each family.

No tax shall be levied except in pursuance of a law and the object shall be stated and the money so raised can be used for that purpose only.

Revenue to defray the current expenses shall be provided by the legislature at each regular session.

The legislature has provided that taxes shall be assessed upon real property at true value, upon personal property at usual selling price and upon current money at full amount.

Real estate shall be assessed every fourth year from 1918. First and second class cities may order assessments in other years. A county Board of Equalization gives property owners the opportunity to object to assessment and ask change. Appeals may be made from the county board to the state board of Equalization.

Tax levies are determined by the officers of cities, municipal township, school district, and county commissioners and by the legislature for the state, all subject to limitations set by law.

First and second class cities and municipal townships each constitute a separate assessment district. The county assessor with deputy assessors shall assess all property.

The state legislature may pass special acts to cover certain conditions and give certain counties, cities and districts the power to make additional levy for specified purposes.

\*General Statutes 1915, Par. 258, 11149-11183.

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†Legacies and successions are subject to taxation as such.

All taxes are due November 1st of each year and are to be paid to the county treasurer, one-half before December 20th and the remaining one-half before June 20th of each year. Real estate upon which taxes remain unpaid is subject to sale for taxes in September.

†All male persons between twenty-one and fifty years residing in the state thirty days, and not a public charge, shall pay three dollars each year as a poll tax, the same to be expended on public roads in the township.

The 1917 legislature provided for a budget system for the expenses of the state. All institutions and organizations entitled to funds shall make report of needs to the governor November 15th before the convening of the legislature and the Governor shall make statement to the legislature giving the financial condition of the state and its needs.

†Inheritance Tax, 1915, Par. 11202-11229, and Session Laws 1919, Chap. 305.

†Poll Tax. Session Laws 1917, Chap. 267

### QUESTIONS.

How is the government state, county, township, city and school district financed?

What provision does the constitution make for taxation?

What exemptions are made?

Can money raised for one purpose be used for another?

Who provided for the current expenses of the state?

Upon what are taxes levied? Who determine the amount of the levy? Can taxation be made excessive?

When are taxes due? What is the penalty for non-payment?

Is any power given cities, counties and school districts to levy extra taxes? How?

Are successions and legacies taxable? What is the law?

To whom are taxes paid?

What is the poll tax? For what purpose used?

What is the duty of the assossers?

When was the budget system of expense adopted for the state?

## XII.

### \*STATE INSTITUTIONS

The state institutions are under the general management of a †Board of Administration of three members appointed by the governor, one to be appointed each year for a term of four years with the Governor as chairman. The three members are bonded and have a salary of \$3,500 each per year. The board shall appoint a secretary and the state treasurer shall act as treasurer for the board.

This board are the Trustees or Directors for all educational, benevolent and reformatory or penal institutions in the state and have control over the same. They shall appoint a business manager who shall have control of the institutions and purchase supplies. They shall appoint the executive officers of the state institutions and make rules to cover administration of these institutions.

The Board makes a biennial report to the governor of the estimated amount needed by each institution. The Governor in turn makes recommendations to the legislature when it convenes and the legislature appropriates what it deems necessary for each institution.

The following institutions are under the control of the Board:

**Educational**—University of Kansas Lawrence; State Agricultural College, Manhattan; State Normal School, Emporia; Ft. Hays Normal School, Hays; Manual Training Normal, Pittsburg;

**Benevolent**—School for the Blind, Olathe; Deaf, Kansas City; Orphans' Home, Atchison; Soldiers' Home, Ft. Dodge; Mother Bickerdyke Home, Ellsworth; State Tubercular Sanitarium, Norton; State Training School Winfield, (for imbeciles); Hospital for Epileptics, Parsons; State Hospital, Larned, Topeka, Osawatomie; Leaven-

\*Gen. Statutes 1915, Par. 9523-10118.

†Session Laws 1917, Chap. 297; 1919, Chap. 292-293.



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worth Protestant Orphan Asylum; Kansas Children's Home Society, and all private institutions of the state of a charitable nature.

**Reformatory or Penal**—State Reform School (for boys) Topeka; Girls' Industrial School, Beloit; State Industrial Reformatory (for young men), Hutchinson; State Industrial Farm for Women, Lansing; State Penitentiary, Lansing.

Committment to the various benevolent and reformatory and penal institutions are made as follows: To the School for the Deaf, Mute or Blind, persons shall be sent by parents, guardians, associations or interested persons. The State Orphans' Home takes children from two to fourteen years, of sound mind and bodies, over whom the state may have authority. Application is made through probate court. Expense is paid out of the estate. A separate cottage is provided for crippled children.†The Training School at Winfield provides for the feeble minded youths not over fifteen and committment is by order of court. The 1919 legislature provided that any feeble minded person when found and adjudged by the court shall be committed to the State Training School.

Soldiers Home at Dodge City is for honorably discharged soldiers, sailors and marines who have no adequate means of support, their wives and children (boys under fourteen, girls under sixteen) upon certificate of county commissioners.

\*\*\*\*Mother Bickerdyke Home takes the mother, widow or minor children of honorably discharged soldiers, sailors and marines and nurses who served in army hospitals three months or more from 1861 to 1865.

†The Tubercular Hospital at Norton receives persons suffering from pulmonary tuberculosis upon certificate of examining physician and county health officer. Those able to pay are charged. Expense of others is borne by county from which received.

†Gen. Statutes 1915, Par. 9677. Session Laws 1919, Chap. 299. \*\*\*\*Session Laws 1917, Chap 304. †Ses. Laws 1918. Chap. 305.



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The Hospitals at Topeka, Larned, and Osawatomie receive insane patients committed by the probate courts. Private and county patients may be received, and persons may voluntarily commit themselves.

The hospital at Parsons receives epileptic patients for treatment.

††The Girls' Industrial School at Beloit receives girls under eighteen and the Boys' Reform School at Topeka, boys under sixteen, sentenced by courts of record, probate court and juvenile court. Any reputable person may make complaint.

The reformatory at Hutchinson receives young men from sixteen to twenty-one; the Industrial Farm for Women, girls and women over eighteen; and the penitentiary, men over twenty-one, on sentences given by the courts.

†††There are no women prisoners in the state penitentiary. All such are taken care of at the Industrial Farm for Women. This is not in any way connected with the state penitentiary and has a separate superintendent. Provision is made that girls and women suffering from social (venereal) diseases shall be interned at the Industrial Farm for women for treatment. The sentenced women and the interned women are kept entirely separate.

††††When in the judgment of the proper authorities after proper investigation and findings, they deem it necessary to prevent procreation of defective, feeble minded children or those with criminal tendencies or for the benefit of the individual, sterilization shall be performed upon such persons in certain institutions.

\*The Kansas Children's Home Society is authorized to take children from the Mother Bickerdyke Home, the State Reform School, the State Soldiers' Home, the State Soldiers' Orphan Home and the Industrial School for Girls and place them in homes. They shall return to the same those who prove unfit to remain in families.

††Gen. Statutes 1915, Par. 10118, Session Laws 1917, Chap. 303.

†††Session Laws 1917, Chap. 298. ††††Session Laws 1917, Chap. 299. \*Gen. Statutes 1915, Par. 10610.

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A system of credits for good behavior and work well performed is in force at the reformatory institutions which aid one in securing parole or release sooner than would be granted otherwise. The great majority of those paroled make good. Very few ever have to be returned to the institutions.

### QUESTIONS.

How are the state institutions managed?  
What are the duties of the Board of administration?  
How many members are there? How chosen?  
What are the Educational institutions of the state?  
The Benevolent? The reformatory? The penal?  
How are persons sent to the benevolent institutions?  
To the reformatory? To the penal? Who may make complaint?  
How to the penal?  
How are the expenses of all these institutions met?  
What provision is made for the reform of criminal women?  
For wayward boys and girls?  
Over how many institutions are women placed as superintendents?  
What are interned women? Where are they placed?  
Is any provision made for care of adult imbeciles?  
When may sterilization be performed?  
What provision is made for placing children from institutions in homes?  
What is the report of those paroled?