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**How—
For Whom—
For What—
Do We Vote
— ? —**

A Manual for Voters

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A MANUAL FOR VOTERS



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PREFACE

Many books containing useful information regarding City, State and National Government have been written for the enlightenment of the Voter. But not all voters have the time or inclination to search such books for the simple facts which will prepare them to go to the polls well equipped to cast a more intelligent vote.

Many are not even conversant with the offices they help to fill, the salaries they help to pay, or the responsibilities they help to place.

And since

BETTER VOTERS MAKE FOR BETTER GOVERNMENT,

it is assumed that all voters would welcome the opportunity to improve their voting efficiency.

With this purpose in view, authentic material gleaned from official sources is presented to the voter in a simplified Manual of Questions and Answers.

Bianca S. Simon

For Whom do we Vote?

National

Presidential Electors
United States Senators
2 Congressmen-at-large
Congressmen from each Congressional District

New York State

Governor
Lieutenant-Governor
State Comptroller
State Attorney General
Senator from each Senatorial District
Assemblymen from each Assembly District
Judges of the Court of Appeals
Supreme Court Justices from each District

New York City

Mayor
Comptroller
President of the Board of Aldermen
Borough Presidents for each Borough
Alderman in each Aldermanic District
Municipal Court Justices in each District
City Court Justices in each District
County Judges in other Counties
General Session Court Judges from New York County
Surrogate in each County
District Attorney in each County
*County Clerk in each County
Sheriff in each County
Register in each County

*At the expiration of their present terms the County Clerks will be appointed and be subject to removal by the resident Justice of the Appellate Division of the Supreme Court.

Voting

Who may vote? Voters must be citizens of the United States, twenty-one years old on or before Election Day, and have lived one year in the State, four months in the county, thirty days in the election district.

Naturalized citizens must have been naturalized ninety days before Election Day. They must show their naturalization papers or a certified copy, on demand at registration. A woman naturalized by marriage shows her husband's papers and must have been an inhabitant of the United States for five years before being entitled to vote. A woman married after September 1922 does not change her citizenship by marriage. She becomes a citizen under the same conditions as a man.

New Voters. All persons becoming eligible to vote in this State after January 1, 1922, and voting here for the first time must, save for physical disability, be able to read and write English. In proof, new voters must present to the inspectors on registration either (1) a school certificate showing completion of the 8th grade or more in a school where English is the language of instruction, or (2) a certificate of having passed the literacy test required by the Board of Regents. Literacy tests are given in specified public schools during the registration period.

Absentee Voting. A qualified voter expecting to be necessarily absent from his county but in the United States on Election Day may vote by mail. Inmates of soldiers and sailors homes and Veteran's Bureau Hospitals, students away at schools and persons in federal service, may apply by mail to their home board of elections for an absentee voter's affidavit. It must be filled in and returned between the 30th and the 17th days before Election Day. All others necessarily absent, and wives traveling with their husbands must apply personally for absentee voters' affidavits on registering. Absentee ballots must be received on the voter's home board of elections by the Friday noon before Election Day.

Registration. If a citizen is not on the registry list of his election district he cannot vote. In all cities of over 5,000, including New York City, the voter must register in person every year.

The Primaries

The seventh Tuesday before the General Election is Fall Primary Day. On this day political parties hold official primary elections called Fall Party Primary Elections.

At a Fall Party Primary Election, party candidates are nominated for public offices to be filled at the General Election, and members of Party Committees are elected.

Candidates may be nominated for offices to be filled at the General Election, except for the office of Presidential Elector for town, village, and school district offices also for such offices as require a State-wide vote. These must be nominated at a State convention. Delegates to the State convention must be elected in Primary.

The first Tuesday in April in the year of a Presidential Election is Spring Primary Day. On this day political parties hold additional primary elections called Spring Party Primary Elections.

At a Spring Party Primary Election, delegates and alternates to the National Party Convention and members of Party Committees are elected.

In the year of a Presidential Election, members of Party Committees are elected at the Spring instead of at the Fall Primary.

To be entitled to vote at an official primary election, a person must be an enrolled member of the political party holding the election and must be qualified to vote on the day of election.

Party candidates for the office of President and for the office of Vice-President of the United States are nominated at a National Party Convention held in the summer preceding the Presidential Election.

A National Party Convention is composed of party delegates elected from the various States.

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

Each state elects its Electors at the General Election held every fourth year on the first Tuesday after the first Monday in November.

At the General Election in addition to the election of public officers, proposed Constitutional Amendments and Public Questions may be submitted to popular vote.

NATIONAL

PRESIDENT OF THE UNITED STATES

VICE PRESIDENT

UNITED STATES CONGRESS

CONGRESSMAN-AT-LARGE

OF WHAT DOES THE UNITED STATES CONSIST?

President of the United States

What is the President? The Chief Executive officer of the United States.

How long is his term? Four years.

What is his salary? \$75,000 annually and \$25,000 annually for traveling expenses and official entertainments.

What is the required age? Thirty-five years or more.

What other qualifications? He must be a natural born citizen of the United States and resident of the United States for at least 14 years.

How is he elected? Each state appoints a number of electors equal to the whole number of Senators and Representatives to which the state may be entitled in Congress, but no Senator or Representative or person holding an office of trust or profit under the United States can be appointed Elector. The electors cast votes for President & Vice-President. The President of the Senate opens sealed results in the presence of the Senate and the House of Representatives when votes are counted.

When does the President take office? According to the 20th Amendment, ratified in 1933, the President and Vice-President take office on January 20, following their election. Thus eliminating the lame-duck session.

Of what is the President Commander-in-Chief? Of the Army and Navy and of the Militia of the several States when called into active service of the United States.

With what authority is he invested? He can grant pardons and reprieves for offenses against the United States, except in cases of impeachment.

With what authority in concurrence of Senate? Make treaties, appoint Ambassadors, other public Ministers and Consuls, Judges of the Supreme Court, and all other Officers of the United States, whose appointments are not otherwise provided for.

If vacancies in office occur during recess of Senate, the President has power to fill all vacancies by granting Commissions which expire at the end of their next session.

How can the President be removed? On impeachment for, and conviction of, treason, bribery, or other high crimes and misdemeanors.

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President (Continued)

How is the office filled in case of vacancy? By the Vice-President.

In case of Vice-President's unfitness? The legal order of succession to act as President, is Vice-President, Secretary of State, Secretary of the Treasury, Secretary of War, Attorney General, Postmaster General, Secretary of the Navy, Secretary of the Interior.

Who appoints the Cabinet? The President.

Of what officials does the Cabinet consist?

Secretary of State
Secretary of Treasury
Secretary of War
Attorney General
Postmaster General
Secretary of the Navy
Secretary of the Interior
Secretary of Agriculture
Secretary of Commerce
Secretary of Labor

What is the salary of the members of the Cabinet? \$15,000 annually.

Write the name of President in Office.

Vice-President of the United States

What are the qualifications? The same as for President.

What is his salary? \$15,000 annually.

What is his other official duty? He presides over the Senate.

Has he a vote in the Senate? No, only when there is a tie.

Write the name of Vice-President in Office.

United States Congress

What is the United States Congress? It is the legislative power of the United States.

Of what does the United States Congress consist? Of the Senate and the House of Representatives.

How are the Senators elected? By the people of the State.

How many Senators from each State? Two.

What is the term of a Senator? Six years.

What are the required qualifications? He must be at least thirty years of age, a citizen for at least nine years, and an inhabitant of the State from which he is chosen.

What is the salary of a Senator? \$10,000.

When do the Senators take office? January 3, following date of election.

Are all the Senators elected at one time? No, only one-third; two-thirds are held over.

Who presides over the Senate? The Vice-President of the United States. He has no vote, except when there is a tie.

How are Representatives elected? By the people of the State.

How many Representatives from each State? In proportion to the population and by congressional districts.

How is the ratio fixed? By Congress after every decennial census.

What is the term of a Representative? Two years.

How many years of citizenship are required to qualify as Representative? Seven years.

Must he be an inhabitant of the State from which he is chosen? Yes.

What is the required age of a Representative? Not less than twenty-five years.

What is the salary of a Representative? \$10,000.

When do Representatives take office? January 3, following date of election.

Are all the Representatives elected at one time? Yes.

How many Representatives in Congress? 435.

(Continued on page 12)

Who presides over the House of Representatives? A Speaker elected by the House.

What is his salary? \$15,000.

How may a Senator or Representative be removed or disciplined?
Each House may determine the rules of its proceedings, punish its members and with the concurrence of two-thirds expel a member.

When does Congress meet? The first Monday in December and in special session when the President summons it.

How are bills passed? By both Houses subject to the President's approval. If vetoed by the President, then by a two-third vote of each House.

Which is your Congressional District?

Who are your Representatives?

Who are your United States Senators?

Congressmen-at-large

What are Congressmen-at-large? Extra Congressmen for a State when the number of voters warrants more representatives than the number of districts permit.

New York State is entitled to 45 Congressmen, but because no reapportionment was had since 1911, and only 43 districts are designated, the remaining two are elected at-large.

How are Congressmen-at-large elected? By the voters of the entire State.

(Continued on page 13)

In which House of Congress do they sit? In the House of Representatives.

Write names of Congressmen-at-large.

Of What does the United States Consist?

Forty-eight States, one district and eight non-contiguous territories and possessions.

To these three small islands were added in 1935.

States.

Alabama	Maine	Ohio
Arizona	Maryland	Oklahoma
Arkansas	Massachusetts	Oregon
California	Michigan	Pennsylvania
Colorado	Minnesota	Rhode Island
Connecticut	Mississippi	South Carolina
Delaware	Missouri	South Dakota
Florida	Montana	Tennessee
Georgia	Nebraska	Texas
Idaho	Nevada	Utah
Illinois	New Hampshire	Vermont
Indiana	New Jersey	Virginia
Iowa	New Mexico	Washington
Kansas	New York	West Virginia
Kentucky	North Carolina	Wisconsin
Louisiana	North Dakota	Wyoming

District.

District of Columbia

Territories and Possessions.

Alaska	Puerto Rico
Hawaii	Guam
Phillipines	Samoa
	Panama Canal Zone

(Not organized as a territory but permanent government provided for by Panama Canal Act of 1912.)

Virgin Islands Wake Islands
Midway Islands (Wilkes & Peale)

Annexed in 1935.

Baker Island	Jarvis Island	Howland Island
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STATE

GOVERNOR

LIEUTENANT GOVERNOR

STATE COMPTROLLER

STATE ATTORNEY GENERAL

STATE LEGISLATURE

STATE SENATORS

ASSEMBLY

COURT OF APPEALS

SUPREME COURT

Governor

Who is the Chief Executive Officer of the State? The Governor.

How is this office filled? By election of State voters.

What is his salary? \$25,000 and use of the Executive Mansion.

What are the required qualifications? He must be at least 30 years of age, a citizen of the United States, and a resident of the State for at least five years.

What is his term? Two years.

Of what is he Commander-in-Chief? State military and naval forces.

Of what is he trustee? Cornell University.

What are his duties? Prepares an executive budget for submission to legislature.

Passes upon all legislation with power of approval and veto.

Submits annual message to legislature, recommending legislation deemed expedient.

Has power to convene Legislature on extraordinary occasions.

Has power of executive clemency and enforcement of all laws.

Appoints heads of State departments, other than elective and members of various Boards and Commissions not elective.

He may remove, with consent of the Senate, any head of a department he has appointed when "the public interest shall so require."

How is the Governor removable? By majority vote of the Assembly, after trial and conviction by a two-third vote of the Court for Trial of Impeachments.

What is the order of succession to the Governorship in case of a vacancy? Lieutenant-Governor (to serve for remainder of term), President of the Senate, and Speaker of the Assembly (to serve for remainder of year, when the vacancy must be filled by election for remainder of term).

Write name of the Governor in Office

Lieutenant-Governor

Who is the Lieutenant-Governor? He is second in power to the Governor.

How is this office filled? By State election.

How long is the term? Two years.

What are the required qualifications? The same as for the Governor.

What is the salary? \$10,000.

What are his duties? In case the Governor is incapacitated, is removed from office, or dies, the Lieutenant-Governor takes his place for the residue of the term. He is presiding Officer of the State Senate, and has only a casting vote. He is also a Member, ex-officio of the Court for the Trial of Impeachments and a Trustee of Cornell University and Syracuse College of Forestry.

How is a vacancy in the office of Lieutenant-Governor filled? It remains unfilled until the next regular election.

How is he removable? In the same manner as the Governor.

Write the name of the Lieutenant-Governor in Office.

State Comptroller

What is the State Comptroller? Chief fiscal officer of State.

How is the office filled? By State election.

What is the term? Two years.

What is the salary? \$12,000.

What are his duties? (1) He audits all vouchers before payment and all official accounts;

(2) Audits the accrual and collection of all revenues and receipts; and

(3) prescribes such methods of accounting as are necessary for the foregoing duties.

(Continued on page 17)

State Comptroller (Continued)

How is he removable? By two-thirds vote of the State Senate, on recommendation of the Governor.

How are vacancies filled? When vacancy occurs, other than by removal, the Legislature, if in session, by joint ballot, shall appoint a person to fill such vacancy; in all other cases, the vacancy is filled by the Governor.

For how long? Only for remainder of year. At the next general election, the vacancy is filled for unexpired term.

Write name of the State Comptroller in Office.

State Attorney General

What is the Attorney General? Chief legal officer of the State.

How is the office filled? By State election.

How long is the term? Two years.

What is the salary? \$12,000.

What are his duties? Prosecutes and defends all actions and proceedings for and against the State.

He has charge and control of the legal affairs of State officers and departments.

What other positions does he fill? He is chairman of the State Board of Canvassers. He is a Commissioner ex-officio of the Land Office. He is a member of the Water Power and Control Commission.

How is he removable? In the same manner as the State Comptroller.

How are vacancies filled? In the same manner as the position of State Comptroller.

Write name of the State Attorney General in Office.

State Legislature

Of what does it consist? The Senate and Assembly.

Who is eligible to sit in the Senate or Assembly? Any resident of the State who is a citizen of the United States. But no person is eligible who, at the time of his election is, or within 100 days previous thereto has been, a member of Congress, a Civil or Military Officer under the United States, or an Officer under any City Government.

Is residence in the district required? No.

When is the first meeting of the Senate and Assembly held? On the first Wednesday in January at noon.

How are members removed or rejected? Each House is the judge of the qualifications of its own members and may, by a majority vote, remove or refuse to seat any member.

How are vacancies filled? By the people for the unexpired term at a special election to be called by the Governor, or at the next general election.

How are bills passed in the State? After a bill has passed the Senate and the Assembly, it is presented to the Governor. If he approves, he signs it, if not he returns it with objections to the House in which it originated; this is vetoing the bill. If, after reconsideration, two-thirds of both houses agree to repass it, it will become a law without the approval of the Governor.

State Senators

How chosen? By election, in each Senatorial district respectively.

How long is term? Two years.

What is salary? \$2,500.

Who is the President of the Senate? The Lieutenant-Governor.

How many Senators are elected from each Senatorial District? One.

How many districts? Fifty-one.

How many Senators from the City of New York? Twenty-three.

Which is your Senatorial District?

Write name of your Senator.

Assembly

What legislative power has the Assembly? It shares with the Senate the legislative power of the State.

How many members of the Assembly? 150.

What is the term? One year.

What is the salary? \$2,500.

How are they elected? By voters of the respective Assembly districts.

How many are from the City of New York? Sixty-two.

How many Assemblymen from each Assembly District? One.

Which is your Assembly District?

Write the name of your Assemblyman.

Court of Appeals

What is the Court of Appeals? The Court of last resort in the state. Has appellate jurisdiction only.

To what classes is right of appeal limited? To those enumerated by the Constitution, which may be further restricted by law.

Of how many Judges does the Court consist? Of a Chief Judge and 6 Associate Judges.

How are these chosen? By State election.

How long is the term? Fourteen years.

What is the age limit? No judge can hold office longer than the last day of December next after he is seventy years old.

What are the required qualifications? He must be an Attorney and Counselor of the State.

How are vacancies or temporary absences filled? The Court may designate any Justice of Supreme Court to serve as Associate Judge.

Under what circumstance may the Governor appoint additional Associate Judges? When the work of the Court of Appeals is heavier than it can carry. But never more than four and only for as long as they are needed.

(Continued on page 20)

What is the salary of the Chief Judge? \$22,500.

Of an Associate Judge? \$22,000.

What do they receive in lieu of expenses? \$3,000.

May they receive any fees for their own use? No.

How is a Judge of a Court of Appeals removable? He is removable for cause by concurrent resolution of both houses of legislature requiring a two-thirds vote in each house, and vacancies are filled by Governor for the remainder of year only.

At the next general election vacancies are filled for full terms.

Supreme Court

Of how many Judges does the Court consist? One Justice for each 60,000 or fraction over 35,000 as shown by the last Federal census or State enumeration, of each Judicial District.

How is the Supreme Court of the State divided? Into nine districts and four judicial departments. Each District contains two or more entire Counties and each department contains one or more entire Districts. The first judicial department which is co-extensive with the first judicial district, contains the Counties of New York and Bronx. The second judicial department includes the second and ninth districts and embraces the counties of Kings, Queens, and Richmond, together with seven other counties.

How many Justices in the first District? Thirty-six.

How many in the second District? Thirty-two.

How are the Justices elected? By the voters of their respective judicial district.

How far does the jurisdiction of each Justice extend? To every part of the State.

How long is the term? Fourteen years.

What is the salary? In the first and second Judicial District \$25,000. Of which \$15,000 is paid by the State and \$10,000 by the City of New York.

What is the age limit? Seventy years.

How are they removable? For cause by concurrent resolution of both houses of the Legislature, requiring a two-third vote in each house.

How are vacancies filled? In the same manner as Justices of the General Session Court.

What are the requirements? A Supreme Court Justice must be an attorney and counselor of the State.

CITY

MAYOR

CITY COMPTROLLER

PRESIDENT OF THE BOARD OF ALDERMEN

BOROUGH PRESIDENTS

MUNICIPAL ASSEMBLY

BOARD OF ALDERMEN

BOARD OF ESTIMATE AND APPORTIONMENT

SINKING FUND COMMISSION

MUNICIPAL COURT JUSTICES IN EACH DISTRICT

CITY COURT JUSTICES IN EACH COUNTY

COUNTY JUDGES IN OTHER COUNTIES

GENERAL SESSION COURT JUDGES FROM NEW YORK COUNTY

SURROGATE

COUNTY GOVERNMENT

DISTRICT ATTORNEY

CLERK

SHERIFF

REGISTER

Mayor

What is the Mayor? Chief Executive Officer of the city. He is also a Magistrate.

How long is his term? Four years.

What is his salary? \$40,000.

To what has this been reduced in 1934 budget? \$25,000 and in 1935 \$22,500.

How can the Mayor be removed from office? By the Governor after a hearing.

On what Boards is he active? He acts as Chairman of the Board of Estimates & Apportionment and five other Boards and commissions.

What appointments does he make? He appoints numerous Commissioners and Boards and Commissions who direct city departments and bureaus, and numerous Magistrates and Judges. He can remove them at pleasure, except Magistrates and Judges.

For what is he responsible? For the entire municipal administration, with the exception of the Department of Finance and the department under the jurisdiction of the five Borough Presidents.

Has he power to veto bills? He has power of veto over all bills passed by the Municipal Assembly and by the State Legislature affecting the City of New York. Over ordinances and resolutions adopted by the Board of Aldermen, and over many of the resolutions of the Civil Service Commission. His veto of legislative acts, however, may be overridden by re-passage of the measure by an ordinary majority of the Legislature, while the Board of Aldermen can override his act by a two-thirds vote, except that in matters involving an appropriation, the creation of a debt, or the laying of an assessment, a three-fourths vote is required; a three-fourths vote is required in the Municipal Assembly.

What other powers has he? He has a considerable number of minor powers, not generally known and seldom invoked.

What other demands are made on him? Political and social duties.

Who serves in the absence of the Mayor? The President of the Board of Aldermen.

Who serves in case of vacancy? The President of the Board of Aldermen, for remainder of year only. At the next general election, the vacancy is filled for unexpired term.

Write the name of the Mayor.

City Comptroller

Who is the Comptroller? The chief financial officer of the city.

How is he elected? By the voters of the City.

How long is his term? Four years.

What is his salary \$35,000.

How is this reduced in 1934 budget? \$25,000—reduced to \$20,000 May 1934.

Of what Board is he a member? Board of Estimate & Apportionment, the Sinking Fund Commission, and about 12 other boards and commissions.

Of what is he the head? Of the department of finance.

How many are employed in this department? Many thousands.

For what is he responsible? For collection of taxes, revenues and assessments. To audit city accounts; he settles claims against city. Prepares payrolls and warrants. He has care of sinking funds. Management of bond sales. He has all duties of treasurer and auditor except deposit of city's money. Now purchases a large part of property for city use.

How can he be removed? By the Governor only on charges after a hearing.

How is vacancy filled? By the Mayor for remainder of year only. At the next general election the vacancy is filled for unexpired term.

Write the name of the City Comptroller

President of the Board of Aldermen

Who is the President of the Board of Aldermen? He is the presiding officer of the Board.

What is his term of office? Four years.

How is he elected? By the voters of the City.

What is his salary? \$25,000.

How reduced in 1934 budget? \$20,000—reduced to \$15,000 in 1935.

How can he be removed? There is no specific provision of law in relation to the power of removal of a President of the Board of Aldermen.

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President Board of Aldermen (Continued)

Of what Boards is he a member? Board of Estimate and Apportionment and five other Boards and Commissions.

For whom does he substitute? For the Mayor in his absence.

Who substitutes for the President of the Board of Aldermen? The Vice-Chairman of the Board.

Write the name of the President of the Board of Aldermen

Borough Presidents

How Elected? By voters of respective Boroughs.

How many Boroughs? Five.

What are the names of the Boroughs? Manhattan, Brooklyn, the Bronx, Queens, Richmond, whose limits are coterminous respectively with the counties of New York, Kings, Bronx, Queens, Richmond.

How long is the term of the Borough President? Four years.

What is his salary? \$20,000.

How reduced in 1934-36 budget? \$15,000.

What is the requirement for a Borough President? He must be a citizen of the United States and a resident of the Borough at the time of his election and throughout his term of office.

How can a Borough President be removed? By Governor only on charges after hearing.

How are vacancies filled? Vacancies are filled by the members of the Board of Aldermen, representing the Borough affected, for the remainder of year only. At the next general election the vacancy is filled for unexpired term.

Who may discharge the duties of a Borough President in case of absence? The Commissioner of Public Works.

On what Boards do they serve? They are members ex-officio of ;

Board of Estimate & Apportionment (have vote)

Municipal Assembly (have no vote)

Board of Aldermen (have no vote)

Local Boards (have no vote)

For what are they responsible? In a large degree for matters relating to local improvements and administration in their respective Boroughs.

(Continued on page 25)

Do all terms of Presidents now in office expire at the same time?
Yes, on December 31, 1937.

Which is your Borough?

Write name of your Borough President.

Municipal Assembly

What are the Branches of the Municipal Assembly? Board of Estimate and Apportionment and Board of Aldermen.

What power has it? It amends the city charter and adopts local laws which relate to the property, government and affairs of the city.

What law can it not change? Education law, Tenement house law, Laws relating to county affairs or restricting the city's debt-incurring powers. And certain other changes are subject to persuasive or compulsory referenda.

When do they convene? The Board of Estimate and Apportionment convenes weekly on Fridays as the upper branch of the Municipal Assembly, and the Board of Aldermen as the lower branch weekly on Tuesdays, just prior to their regular meetings.

How are bills passed? They may be introduced in either branch, but must be passed by both houses.

When do they become local laws? When they have received the approval of the Mayor, after public hearing and when they have been filed with the Secretary of State.

Board of Aldermen

How many members on the Board of Aldermen? 65.

How are they elected? By voters in Aldermanic districts.

Who are the other members of this Board? 5 Borough Presidents. The President of the Board of Aldermen, Heads of City departments, who have privilege of floor but do not vote.

How long is their term? Two years.

How many for each district? One.

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Board of Aldermen (Continued)

How is the City divided into Aldermanic Districts? Manhattan 24; Bronx 8; Brooklyn 24; Queens 6; Richmond 3.

What is the salary of an Alderman? \$5,000.

How is the salary reduced in 1934 budget? \$4,640. Not reduced in 1935.

What is the salary of the Vice-Chairman of the Board of Aldermen and of the Chairman of the Finance Committee? \$7,500—Reduced by 1934 Budget to \$6,890.

Who is eligible for election? Any citizen of the United States who is a resident of New York City is eligible for election in any one of the Aldermanic Districts.

Is he eligible for any other office? No; a member of the Board of Aldermen shall not be eligible or be appointed to any other office under the city.

How are they removable? By two-thirds vote of all members elected to the Board of Aldermen, which excludes the five Borough Presidents and the President of the Board of Aldermen.

How are vacancies filled? By election by a majority of the members of the Board, of a person of the same political party as the retiring member. To serve for remainder of year only.

At the next general election, after a vacancy has been filled, there must be an election of Aldermen for the unexpired term.

Which is your Aldermanic District?

Who is your Alderman?

Board of Estimate & Apportionment

What is the Board of Estimate and Apportionment? Board of Directors of the City.

How often does it meet? Weekly.

How many members? Eight.

How many votes? Sixteen.

(Continued on page 27)

How are they divided?

Mayor	3	} Nine votes of 16 controlled by of- ficials elected by city voters.
Comptroller	3	
President of Board of Alderman	3	
Borough President of Manhattan	2	
Borough President of Brooklyn	2	
Borough President of Queens	1	
Borough President of Richmond	1	
Borough President of Bronx	1	

What jurisdiction has the Board of Estimate and Apportionment?

Control, finance, public improvements, local improvements, franchises, zoning, pensions. It prepares the City's annual expense budget.

What is its staff? Large staff of investigators, examiners, engineers, etc.

How many Standing Committees? Three, and various temporary Committees.

What are the Standing Committees? Committee of Whole, Committee of City Plan & Improvements, Committee on Assessments.

Sinking Fund Commission

Who are the members? Mayor, Comptroller, President of Board of Aldermen, Chamberlain, Chairman of Finance, Committee of the Board of Aldermen.

Do the members receive any additional salary? No, they are all members ex-officio.

How often does it meet? Bi-weekly.

What is a Sinking Fund? Funds of the City which provide for the redemption of the City debts and the payment of interest.

Of what is the Sinking Fund Commission custodian? Of the City's real and personal property.

What are most of its functions? Strictly financial and consists largely of approving policies recommended by the Comptroller.

Municipal Court Justices in each District

How are they elected? By the voters in the Judicial District.

How many? Sixty-three.

What is the term of Office? Ten years.

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Municipal Court Justices (Continued)

What is the salary? President Justice \$15,000 - reduced to \$11,840 by 1936 budget; Associate Justice \$12,000 - reduced to \$10,840 by 1936 budget.

Is there an age-limit? No constitutional age-limit.

What are the qualifications? Residence in the Municipal Court District. President Justice must practice as an Attorney of State for at least 10 years. Other Justices five years of practice.

How can they be removed? By the Appellate Division of the Supreme Court.

How can vacancies be filled? By the Mayor for the remainder of the year. At the next general election, vacancies are filled for the full terms, except that terms must expire on an odd numbered year. If a full ten year term would expire on an even numbered year, the election would be for a nine-year term only.

How is President-Justice appointed? He is designated by the Mayor from among the elected Municipal Court Justices.

For how long? For five years or for the remainder of his election term if less than five years.

What type of Court is the Municipal Court? A statutory Court of limited jurisdiction.

How are the Judicial Districts located? There are twenty-eight: In the Borough of Manhattan, 10; In the Borough of Bronx, 2; In the Borough of Brooklyn, 8; In the Borough of Queens, 6; In the Borough of Richmond, 2.

What is the Jurisdiction of this Court? Civil, only up to \$1,000.

City Court Justices in Each County

Of how many Justices does the City Court consist? 9 from New York County, 4 from Bronx County, 5 from Kings County, 3 from Queens County, 1 from Richmond County.

How elected? By the voters in each County.

What is age limit? 70 years. They may serve until December 31st of the year in which they become 70.

What is term? Ten years.

What is salary? Chief Justice \$18,000; 1936 budget allowance \$17,300. Associate Justice \$17,500; 1936 budget allowance \$16,800.

How is the Chief Justice appointed? By a majority of the Justices.

What is the territorial jurisdiction of their Court? It extends throughout the City of New York.

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What are the requirements? A Justice of the City Court must be an attorney and counsellor of the State.

How can they be suspended? The Governor may suspend any Justice when it appears to his satisfaction that such Justice has been guilty of corruption or official misconduct, etc.

How long does such suspension remain in force? Until the adjournment of the legislature then in session, or if legislature is not in session, until final adjournment of next session.

How can they be removed? By two-thirds vote of the State Senate on recommendation of the Governor.

How are vacancies filled? By the Governor, with consent of the Senate if in session, and if not in session, by the Governor, for remainder of year only. At next general election a Justice is elected for full term to fill the vacancy.

What type of Court is the City Court? Constitutional Court of Record, with limited legal and equitable jurisdiction.

What is the Jurisdiction of this Court? Civil, only up to \$3,000.

County Judges in other Counties

How are County Judges elected? By the vote in each County.

What is term of office? 14 years.

What is the salary? \$25,000. Budget allowance for 1936—\$24,000.

Is there any age limit? Yes, 70 years. Judges may serve until December 31st of the year in which they become 70.

What are the requirements? A County Judge must be an attorney and counsellor of State.

How many Judges in each County? Five in Kings, three in the Bronx, two in Queens, and one in Richmond.

How can they be removed? By two-thirds vote of the State Senate, on recommendation of the Governor.

How can vacancies be filled? By the Governor, with the consent of the Senate if in session, and if not in session, by the Governor, for remainder of year only. At the next general election, vacancies are filled for the full terms.

What are County Courts? County Courts of Kings, Queens, Bronx and Richmond Counties are constitutional Courts of record; they have civil, and unlimited criminal jurisdiction.

General Session Court Judges from New York County

How are Judges elected? By voters of New York County only.

What is term of office? 14 years.

What is the salary? \$25,000; Budget allowance for 1936—\$24,000.

Is there an age limit? 70 years.

How many Judges in this Court? Nine.

What are the requirements? A Judge of the Court of General Sessions must be an attorney and counselor of the State.

How is a Judge of the Court of General Session removable? By a two-thirds vote of the State Senate, on recommendation of the Governor.

How are vacancies filled? By the Governor, with the consent of the Senate, if it is in session; if not in session, by the Governor, for remainder of year only. At next general election, vacancies are filled for full terms.

What is the General Session Court? It is a Constitutional Court of the County of New York, having criminal jurisdiction only. It is a Court of Record.

What are Courts of Record? Those designated by the Constitution or by act of the State Legislature.

Surrogate

How many Surrogates? One for each County, except New York County which has two.

How long is their term? Fourteen years.

What jurisdiction have they? Over the estates of deceased persons. This embraces the probate of all wills, the grant of letters testamentary, letters of administration and of temporary administration and the appointment of testamentary trustees; and all questions concerning guardianship and adoption; inheritance and estate taxes.

What is the age limit, eligibility, removal, etc? The same as County Justices.

What is the salary? In all but Richmond now \$24,000. In Richmond \$14,400.

County Government

What are the Counties of New York City? New York, Bronx, Kings, Queens, Richmond.

What are the County Officials? One District Attorney, a Sheriff, a County Clerk and a Register for each of the five Counties.

How are they elected? By voters of the respective Counties.

What is their term of office? There is no uniformity of term of office or salary.

How may they be removed? By the Governor, or by the resident Justices of the Appellate Division of the Supreme Court.

To whom are they subject? They are agents of the State.

Are they subject to city authorities? No, they are almost independent of city authority.

What are the duties of the District Attorney? He institutes and conducts criminal prosecutions in all the criminal courts of the County.

How long is his term? In New York, Bronx & Kings he is elected for four years. In Queens & Richmond for three years.

Is there a city-wide prosecuting officer? No. And this is often a handicap to the administration of justice.

What is the Salary? In all but Richmond County \$20,000, reduced to \$16,695. In Richmond \$9,500, reduced to \$8,690.

What are the duties of the Sheriff? He executes civil and criminal orders of all courts of record and is responsible for the transportation of prisoners.

How long is his term? In New York & Bronx—4 years, in Kings—2, in Queens & Richmond—3 years.

Of which county jail is he in charge? Richmond and Queens.

What is the salary? It varies in the counties from \$5,000-\$10,000. Budget allowance 1936.

What are the duties of the County Clerk? He has charge of the county records and acts as clerk of county and supreme courts. Acts as Register in Richmond.

How long is the term of office? New York, Kings and Bronx 4 years, Queens and Richmond 3 years.

What is the salary? Varies in the counties from \$7,000-\$10,000 budget allowance 1936.

What are the duties of Register? Records deeds, mortgages, leases, and all instruments affecting title to real property, and chattel mortgages.

How long is the term of office? In New York and Bronx—4 years, in Kings—2, in Queens—3. No Register elected in Richmond.

What is the salary? Varies from \$8,000-\$10,000. Budget allowance 1936.

What is your County?

Who is your District Attorney?

Who is your County Clerk?

Who is your Sheriff?

Who is your Register?

