



Prepared for the

# CITIZENS OF BOYS STATE

and dedicated to them

***“The Citizens of Tomorrow”***

with the belief

*“Democracy is based upon the conviction that there are extraordinary possibilities in ordinary people.”*

**JUNE 2 - 8, 2007**

held at

**THE UNIVERSITY OF TEXAS  
AUSTIN, TEXAS**

**The American Legion  
Department of Texas**



The  
American  
Legion



For God and Country

OFFICE OF THE  
NATIONAL COMMANDER

★ NATIONAL HEADQUARTERS ★ PO BOX 1055 ★ INDIANAPOLIS, INDIANA 46206-1055 ★  
(317) 630-1200 ★ FAX (317) 630-1223 ★

Dear Boys State Citizen,

Congratulations on your selection and your decision to participate in American Legion Boys State. I am confident you will not be disappointed with your decision to attend. In fact, your participation in this outstanding program may influence your life decisions in ways that you cannot fully appreciate until years later.

As one of more than 20,000 young men who participate nationwide in this activity, you will experience government in a practical sense by actually participating in it. American Legion Boys State is a leadership action program; one that teaches government and its structure. It proves that government is just what you make it. You will find it to be challenging and sometimes tiring, but I'm certain you will always find it to be enjoyable and educational.

Our form of government requires citizen involvement if it is to continue. The American Legion Boys State program strives to meet that objective. If this government "...of the people, by the people, and for the people" is to continue, the burden of the task rests squarely on your shoulders and those of your generation.

It is possible that a future governor, congressman or even president will be in your class of American Legion Boys State citizens. I make this statement because this program has historically been the springboard for many to careers in public service. Others benefit by their participation by developing friendships with their fellow citizens while joining a common fraternity that extends long after the on-site program ends. I encourage you to make the most of this experience.

Finally, I again extend best wishes for an interest-provoking, exciting and personally rewarding 2007 American Legion Boys State.

A handwritten signature in cursive script that reads "Paul A. Morin".

PAUL A. MORIN  
National Commander



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# BOYS STATE OFFICIALS



**Robert Jackson**  
CHAIRMAN



**Stan Dowell**  
DIRECTOR



**C. W. Sparks**  
COMMANDER  
DEPARTMENT OF TEXAS  
THE AMERICAN LEGION



**William West**  
ADJUTANT  
DEPARTMENT OF TEXAS  
THE AMERICAN LEGION



**Dr. W. Firman Haynie**  
DIRECTOR EMERITUS

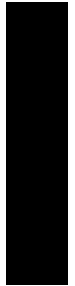


**Robert Squyres**  
DIRECTOR OF INTERNAL AFFAIRS  
DEPARTMENT OF TEXAS  
THE AMERICAN LEGION



# SECTION I

## PRIOR TO ARRIVING AT BOYS STATE





## Texas American Legion Boys State Pledge

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands.

I have never attended The American Legion Boys State.

I sincerely want to attend Texas Boys State, and if accepted, will, to the best of my ability:

Take a serious and conscientious interest in discharging my duties as a citizen;

Obeys the rules of Boys State;

Respect the judgment of the Boys State Director, Counselors and Staff;

Participate in all activities;

Seek election or appointment to office, and if elected or appointed, serve that office;

Keep myself neat and well groomed at all times;

Avoid the use of profane language and actions;

Refrain from injurious habits such as the use of tobacco, alcohol and illicit drugs; and

Upon my return home from Boys State, I will:

Make a formal oral or written report to my sponsor(s) and brief next year's Boys State delegate(s) from my school.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



## I. DESCRIPTION

The Boys State Band is an intrinsic part of the program receiving very popular support from citizens, staff members, and guests alike. The band provides daily musical entertainment during flag ceremonies and evening general assemblies. Special concerts are performed in the talent show and on the steps of the State Capitol. The band practices marching while leading the entire Boys State to general assemblies throughout the week and during the parade to the Capitol on Friday. Only fun music is played and many members feel their involvement in the band is one of the highlights of their Boys State experience. Although rehearsals are scheduled daily during recreation period, band will not conflict with other activities. Citizens participating in athletic competition, bar exam, seminars, choir, or other official activities will be excused from band rehearsal for the amount of time required. At the end of the program, each band member will receive a Texas Boys State Band Patch for his letter jacket.

## II. REQUIREMENTS

Interested citizens should bring their own instruments with lyres and portable music stands. The University provides some equipment such as percussion and larger brass instruments; these items will be issued during the first rehearsal.

## III. INSTRUCTIONS

Citizens wishing to apply for membership in the Boys State Band should fill in the appropriate information required below and provide this completed application form to the Band Director during Boys State Registration.

## IV. IDENTIFICATION DATA

1. Last Name	2. First Name	3. M.I.	4. Nickname
5. Instrument		6. Instrument Required?	

## V. MUSICAL HONORS AND ACHIEVEMENTS




# NOTES







# NOTES





## I. DESCRIPTION

The Boys State Bar Exam and Law Seminar are popular activities. Approximately 60% of the citizens attempt to become Boys State lawyers. Although not required, obtaining a Law Certificate may be helpful when seeking a Boys State office for which a law degree is required in Texas government. Bar applicants must attend the Pre-Bar Exam Seminar then take the Bar Exam. Applicants receiving passing grades are awarded certificates and admitted to the Boys State Bar. A voluntary Law Seminar is conducted to discuss the law and the legal profession in general.

## II. REQUIREMENTS

Interested citizens must complete this Bar Application form, attend the Pre-Bar Exam Seminar (approximately one hour), then prepare for and take the Bar Exam (approximately one hour and thirty minutes). The place, date and time of each activity will be announced at Boys State registration. Additional information will be provided by Counselors during city orientation.

## III. INSTRUCTIONS

Fill in the appropriate information required in Section IV below and provide this completed application form to the Courts Advisor at the Pre-Bar Exam Seminar. Do not write in Section V.

## IV. IDENTIFICATION DATA

1. Last Name	2. First Name	3. M.I.	4. Nickname
5. Boys State City		6. Roster Number	
<p><i>I hereby apply for admission to the Texas American Legion Boys State Bar, agree to comply with all requirements and will take the necessary qualifying tests as scheduled. If accepted to the Bar, I hereby acknowledge and reaffirm the official Boys State Oath and Pledge.</i></p>			
7. Signature		8. Date	

## V. CERTIFICATION

1. Pre-Bar Seminar Date	2. Bar Exam Date	3. Bar Exam Score
4. Signature of Courts Advisor		5. Date



# NOTES





SECTION  
II  
BOYS STATE PROGRAM  
INFORMATION





# WHAT IS BOYS STATE?

## Objectives Of The Program...

*Boys State* is a plan for teaching the functional aspects of citizenship. It is a program of education sponsored by *The American Legion, Department of Texas*. Its purpose is to teach the youth of today constructive attitudes toward the American form of government. *Boys State* attempts to show that a democracy needs an intelligent citizenry as well as a clean, honest, and impartial administration responsive to the will of the people.

The objective of the *Boys State* is to “educate our youth in the duties, privileges, rights, and responsibilities of American citizenship.” It is wholly a plan for training in the practical aspects of government. It is functional in that applications of the principles of democratic government are made in every way possible. The *Constitution and the Statutes of the State of Texas* are the patterns from which the fundamental law of *The American Legion Boys State* has been developed. *Boys State* should be thought of as being a mythical 51st State with a constitution, statutes, and ordinances constructed by its citizens to govern themselves.

## A “Learn By Doing” Approach

Citizens of *Boys State* not only will be required to review knowledge already acquired concerning the political machinery of a commonwealth, but they will find themselves performing exactly the same functions as real officeholders in the everyday world. In *Boys State*, citizens organize their own city, county and state governments. They choose their own officials in accordance with regular election procedures. They learn the duties of the various city, county, and state officers, and they introduce and argue their own bills in a Legislature. Justice is administered by their own law enforcement agencies and courts. In *Boys State*, the young citizen has the opportunity to learn for himself that his government is just what he makes it. Here each boy “*LEARNS TO DO BY DOING.*”

The entire program is non-partisan. Problems will be considered without reference to any existing political party and will be free from propaganda. The sole purpose is to enable the boy to grasp the meaning of some of the responsibilities which he will be called upon to assume when he becomes an adult.

It should be distinctly understood that the selection and assignment of these boys to parties is in no way connected with the existing political parties in Texas. The “political parties” in *Boys State* are called “*Nationalists*” and “*Federalists.*” They are purely mythical and none of the principles typifying any of the existing parties will be adopted by the parties in *Boys State*.



## Historical Sketch Of Boys State...

The youth movement in the United States known as *Boys State* originated by the Illinois Department of *The American Legion* in 1934. The plan was adopted by the national organization in 1935, and has been put into operation in 48 states. Our two most recent states, Hawaii and Alaska, do not operate their own programs but do send delegates to other states. A *Boys State* is operated in the Panama Canal Zone and the District of Columbia. By authority of a mandate of the 1939 Department Convention held in Waco, the Americanism Committee met in Austin with Commander Lou Roberts of Borger and made plans for the first *Boys State of Texas*.

Carrie Wilcox, Department Historian of *The American Legion, Department of Texas*, describes the first *Lone Star Boys State* in her book, *The American Legion in Texas*, as follows:

This program was destined to grow in scope and value. Lee O. Smith of Beaumont headed a staff of capable, enthusiastic counselors as 108 boys registered for *Lone Star Boys State* in Austin, June 10, 1940. The boys, under the direction of the staff, were divided into three political parties. They elected a full complement of state, county, and city officials. Their elections were held on Tuesday and their state government functioned until the close of the meeting on Saturday, June 15. Conferences were held during the week in which counselors lectured on the *Constitution* and the separate branches of government. Citizenship bureaus and courts functioned and bills were drawn up and passed. The boys edited and published a daily paper, *The Lone Star Stater*, which became the official publication of the organization. The groups were housed in Prather Hall at *The University of Texas*. The climaxing affairs included the *Governor's Ball*, honoring the governor of *Boys State* and his staff. John Robert Lee Keig, Jr. of Beaumont was elected governor and Grady Baskin of Cameron, lieutenant governor. The boys told the counselors at the close of the program that they had learned more about the operation of the state and municipal governments in the brief period of *Boys State* than at any other time in their lives.

From the beginning of *Boys State* described above, the *Texas Boys State* has grown in program and in numbers to meet the needs of the youth of Texas. The present program includes approximately nine hundred of the youth leaders of our state each year.

Participants are selected on a competitive basis by the local high schools and *Legion Posts* throughout the *State of Texas*.

The staff serving *Boys State* is made up of men and women of the *Legion*, Legislators and former *Boys Staters* who voluntarily give of their time and energies to this program of citizenship development. Most of these men are outstanding in the field of education, law and government who leave their busy jobs and come into Austin to serve their state and nation by helping the young leaders learn better how to perform their responsibilities of a free citizen. The staff will include many individuals serving in the capacities of counselors, junior counselors and administrative staff. Former *Boys Staters* are called upon to serve as junior counselors or advisors to the *Boys Staters*. Many have served faithfully for many years and are promoted to the senior status upon the completion of their education.

Thanks to *The University of Texas*, *Boys State* in Texas enjoys the finest facilities in which to carry out the program. The program has received the "red-carpet" treatment each year as it returns for another session. The *State of Texas* and the *City of Austin* go all-out to provide the necessary services to make the program the tremendous success it enjoys from year to year.



## Governors of Boys State

1940	Bob Keig	Beaumont	1975	Thomas J. Leibowitz	Pharr
1941	Bill Owen	Dallas	1976	Lee Zachary Maxey	Houston
1942	Bill Herndon	Perryton	1977	Willie V. Melvin, III	Houston
1943	David Hunt	Abilene	1978	Willie G. Talbert, III	Houston
1944	Boyd Rogers	Abilene	1979	Don G. Durr	Winnie
1946	Thomas A. Thomas	Port Arthur	1980	Scott L. Scarborough	Baytown
1947	Travis Lipscomb	Bryan	1981	W. Benjamin Glenn	Midland
1948	Albert Barsh	Houston	1982	Stephen D. Boliver	Houston
1949	Kent Bendall	Houston	1983	Geoffrey Ray Wilson	Houston
1950	Jimmy Boswell	Fort Worth	1984	Chris Kimbell Davis	Denton
1951	Jim Bob Hilton	Fort Worth	1985	Bobby Smith	Corpus Christi
1952	Howard W. Norton	Fort Worth	1986	Charles Keffer	Denton
1953	Ray D. Masters	Brownwood	1987	John Elizey	Perryton
1954	Dan Myers	Waco	1988	Cristen D. Feldman	Seabrook
1955	Bob L. Smith	Palestine	1989	John Spaid	Carrollton
1956	Danny J. Yeary	Cleburne	1990	Derek Eagleton	Crosby
1957	A. Wesley Gilpin	Houston	1991	Kenyon Williams	Abilene
1958	Wendell R. Curry	Donna	1992	Casey Thomas	El Paso
1959	Herbert L. Wade	Harlingen	1993	Daryl D. Collins	Spring
1960	Douglas W. Warner	Tyler	1994	Calvin Christopher	Houston
1961	Pete R. Coneway	Harlingen	1995	Corey Thurman	Texarkana
1962	Bernard Wm. Giessen III	Houston	1996	Randy Chambers	Midland
1963	Daniel K. Hedges	Houston	1997	Tyree Johnson	Midland
1964	Robert W. Shepard	Harlingen	1998	Kevin Sladek	San Marcos
1965	Archie C. McColl	Midland	1999	Taron Johnson	El Paso
1966	Gray H. Miller	Houston	2000	Jason Ravin	Houston
1967	Samuel P. Hopkins	Richmond	2001	Corey Vaughn	Arlington
1968	Fred C. Campbell Jr.	San Antonio	2002	Wade Anders	Arlington
1969	Edwin C. Collins	Austin	2003	Mykhal Luther	Granbury
1970	Rudy Gonzales	Corpus Christi	2004	Preston Achilike	Garland
1971	Stephen H. Russell	Hughes Springs	2005	Benjamin Sigmondik	Flatonia
1972	Randell C. Roberts	Tyler	2006	Danny Kisch	Houston
1973	John B. Skaggs	Harlingen			
1974	Rex D. Caldwell	Panhandle			

## Boys Nation

### Presidents

1952	Howard W. Norton	Fort Worth
1961	Jefferson J. Jarvis	Fort Worth
1966	Gray H. Miller	Houston
1967	Alan L. Keyes	San Antonio
1984	John Michael Verde	Hamshire
1992	David Henderson	San Antonio
1993	Daryl D. Collins	Spring
1998	Kevin Sladek	San Marcos
2000	Justin Chapa	Arlington

### Vice Presidents

1947	Roy Lee Dunn	Borger
1956	Gerald A. Mays	Dallas
1959	Herbert L. Wade	Harlingen
1963	Jack W. Hanks, Jr.	Midland
2002	Geoffrey Ellis	San Antonio



# General Program Information

**ABSENCES:** During the program, no citizen is allowed to depart Boys State except for a medical reason or family emergency. Appointees must plan arrival no later than scheduled registration and departure no earlier than scheduled dismissal. Late arrivals, early departures, and excused absences from the program are not allowed. The Director must approve all emergency leaves of absence.

**ATHLETIC EQUIPMENT:** Citizens should bring personal athletic equipment such as supporters, shorts, socks, shoes, caps, gloves, racquet balls, tennis racquets/balls, and swimming trunks. Some of these items, including towels, are available for purchase at Boys State. Citizens may check out basketballs, footballs, frisbees, handball gloves/balls, ping pong paddles/balls, racquetball racquets, softball equipment, and volleyballs from Boys State Supply.

**ALCOHOLIC BEVERAGES:** Possession, purchase, consumption, or receipt of alcoholic beverages is absolutely forbidden and will result in immediate dismissal.

**ATTENDANCE:** After selection, if an appointee learns he cannot attend Boys State, he should immediately notify his sponsoring post. Failure to do so may require the appointee to reimburse the \$275 registration fee to the post. The Boys State Manual and all Boys State information received should be returned to the post for issue to an alternate appointee. See REGISTRATION.

**AUTOMOBILES:** Citizens driving vehicles to Boys State, do so at their own risk. Upon arrival, the car must be parked in a designated area, locked, and the keys deposited in the Boys State Bank. Additional parking for a minimum of \$10 per day (payable in advance) may be available in the Jester Parking Garage. Citizens are not allowed to drive their cars during the program. Although the University Police routinely patrol the parking areas, automobiles are vulnerable to vandalism, theft, and damage. The American Legion assumes no responsibility or liability for private vehicles belonging to Boys State citizens or staff members.

**BAND:** The Boys State Band is an intrinsic part of the program receiving very popular support from citizens, staff members, and guests alike. The band provides daily musical entertainment during flag ceremonies and evening general assemblies. Special concerts are also performed in the talent show and on the steps of the State Capitol. Approximately 100 members with musical talent ranging from the average to All-State quality are in the band each year. Only fun music is played and many members feel their involvement in the band is one of the highlights of their Boys State experience. Interested citizens may enroll during registration, and if possible, should bring their own instruments with lyres and portable music stands. A limited amount of equipment such as percussion and large brass instruments is available for issue.

**BANK:** The Boys State Bank, Jester West Second Floor Lounge, provides banking services from noon until 4:30 p.m. daily. For security reasons, citizens must deposit car keys, transportation tickets, and all cash over \$25.00 during registration. Funds on deposit may be withdrawn according to the rules of the bank. The remaining balance is returned to the depositor prior to dismissal at the end of the program.

**BOYS STATE BAR:** The Boys State Bar Orientation and Bar Examination are very popular activities. Annually, at least half the citizens attempt to become Boys State lawyers. Although not required, obtaining a Law Certificate may be helpful when seeking a Boys State office. Applicants must attend the Bar Orientation Seminar, then take the Bar Exam. Citizens receiving passing grades are awarded Law Certificates and admitted to the Boys State Bar.



**BOUNDARIES:** The Boys State boundaries are well defined and explained during City orientation. Citizens are required to remain within them during the program. Violation of the Boys State boundaries is absolutely forbidden and will result in immediate dismissal.

**BOYS NATION:** Two delegates will represent Texas Boys State at American Legion Boys Nation in Washington, D.C. Senior staff members will nominate candidates based on: general knowledge, motivation, leadership, adaptability to stress, oral/written communication, personal qualities, priorities, courtesy, and human relations. The Boys Nation selection committee will interview the nominees and select two primary delegates to attend the July conference.

**CAMERAS:** Citizens are encouraged to bring personal cameras to Boys State for recording special events and activities such as the Capitol visit. Precautions should be taken to protect against loss or theft as neither The American Legion nor The University of Texas assumes responsibility for lost or stolen property.

**CAMPAIGN MATERIAL:** Citizens may not bring campaign material to Boys State. Identical campaign materials are supplied to each political party. All material must be prepared and assembled during the program.

**CAPITOL VISIT:** All citizens will visit the State Capitol and the corresponding offices to which they have been elected on the last day of the program. The special visit will begin with a parade to the Capitol led by the Boys State band and color guard. After a concert on the Capitol steps, citizens are allowed to visit various State agencies including the offices of their own elected State Representatives. Following a choral musicale in the Capitol Rotunda, citizens will assemble in the House Chambers for a Joint Session of the Boys State Legislature and the final assembly.

**CELL PHONES:** Cell phones are permitted at Boys State; however the American Legion and the Boys State program will not accept any liability for loss of a cell phone or other communication devices during the program. Additionally, use of cell phones is prohibited during Boys State activities. Cell phones may only be used during free time (as designated in the Daily Schedule of Activities).

**CHOIR:** The Boys State Choir is for citizens who enjoy singing popular musical arrangements written for the male chorus. The choir rehearses daily with special performances at the talent show and in the Capitol rotunda. The musicale in the Capitol on the last day of Boys State is truly a memorable experience, especially for those in the choir. Interested citizens may enroll during registration.

**CIGARETTES & TOBACCO PRODUCTS:** Possession, purchase, consumption, or receipt of cigarettes or other tobacco products is absolutely forbidden and will result in immediate dismissal.

**CITIZENSHIP:** The Boys State staff supervises citizens from the time of their arrival until their departure. Any citizen violating the rules of Boys State, the directives of The University of Texas or the laws of the State of Texas may be dismissed from the program by the Director. Such dismissal is automatic revocation of Boys State citizenship and any awards, honors, or recognition received. The sponsor's fee will not be refunded for a citizen dismissed under these conditions.

**CLOTHING:** The Boys State Dress Code requires the wearing of the Boys State T-shirt, casual sport slacks or jeans, socks, and comfortable walking shoes. *During recreation, the Boys State T-shirt must be worn with the appropriate athletic apparel for the respective activity.* Headgear and shorts may be worn only during athletics. Citizens are expected to be neat and well groomed at all times, and they should bring sufficient clothing including towels, bath soap, and other toiletries to last a full week.



**DISMISSAL:** Citizens will be dismissed at 1 p.m. Friday. The sponsoring post should arrange for the return home accordingly. Citizens should know their return bus or plane departure schedule before arrival at Boys State.

**DOMICILE:** Citizens are housed in Jester West (corner of Jester Circle Drive and Speedway) on the campus of The University of Texas at Austin. If required, early housing may be available by special request through The American Legion Department Adjutant. The sponsoring post must make this request well before the program dates. No housing is available following dismissal.

**FACILITIES:** All of the facilities used at Boys State belong to The University of Texas. Repair costs for damage to university property will be billed to the individual(s) responsible. Citizens should make a careful inspection of their rooms and report any damage discovered to their city counselors. Citizens are required to keep their rooms and personal possessions in order at all times.

**FIREARMS:** Possession of firearms is absolutely forbidden and will result in immediate dismissal.

**HEADQUARTERS:** Boys State Headquarters is located in the Jester West Second Floor Lounge. Daily office hours are from 7 a.m. to Midnight. The telephone number is (512) 471-7527.

**ILLICIT DRUGS:** Possession, purchase, consumption, or receipt of illicit drugs is absolutely forbidden and will result in immediate dismissal. Citizens must inform the Boys State Clinic during registration of any medication brought from home.

**JESTER CENTER STORE:** A convenience store, located in the Jester Academic Area, is open 7 a.m. to 7 p.m. weekdays and Noon to 7 p.m. Saturday and Sunday. Citizens may purchase school and laundry supplies, toiletries, food, drinks, university souvenirs, and other miscellaneous items.

**LAUNDRY:** Because of the program's intense schedule, the time available for laundry is extremely limited. Citizens are encouraged to bring enough clothes to keep laundry requirements to an absolute minimum. Coin operated washing machines and dryers are available in several areas on each floor of Jester West. Laundry supplies may be purchased in the convenience store.

**MAIL:** Citizens' mail should be addressed as follows:

(Citizen's Name)  
The American Legion Boys State  
(Roster Number, Boys State City Name)  
c/o University Station  
Austin, Texas 78712-9998

**MANUAL:** The Boys State manual is the primary source of reference for the citizen and will be issued during registration. It contains general information about the program, a daily schedule of activities, and comprehensive descriptions of Texas and Boys State politics. It is invaluable as a tool in preparing for the program and as a handbook during the week's activities. A citizen will be charged \$10 to purchase a replacement manual. *Note:* If for any reason an appointee cannot attend Boys State, he should immediately notify his sponsoring American Legion post. All Boys State information he has received should be returned to the post for issue to an alternate appointee. If time or circumstances warrant, the material may be passed directly his replacement.

**MEALS:** The first meal for citizens is served Saturday evening, after registration. The last meal is served for Breakfast Friday. A meal ticket is issued to each citizen during registration. It is required for every meal and for signing out athletic equipment from Boys State Supply. Lost or misplaced meal tickets should be immediately reported to the city counselor.



**MEDICAL TREATMENT:** The Medical sections of the Boys State Application Card must be completed in detail and signed by the APPLICANT, the PARENT/GUARDIAN, and the PHYSICIAN. When signing, the parent/guardian consents and grants permission, should the necessity of medical care arise, to the furnishing of medical treatment and hospital services for the citizen. The parents/guardians are responsible for any medical charges incurred. The American Legion purchases Group Camp Health Insurance coverage on an “excess” basis; that is, the policy will provide coverage only for those expenses not covered by the citizen’s personal group insurance.

**MONEY:** Citizens will need some spending money during Boys State and should bring sufficient funds to meet their anticipated requirements. No more than \$75 should be necessary for purchases such as extra T-shirts, toiletries, laundry supplies, photographs, refreshments, and souvenirs.

**PARKING:** See **AUTOMOBILES**.

**PHOTOGRAPHS:** A professional photographer records the Boys State program on film. Group pictures may be purchased for \$7 each or two for \$12.

**PLEDGE:** Each Boys State appointee must sign the Boys State Pledge before his application will be approved.

**POST OFFICE:** The Boys State Post Office is located in the Jester West Second Floor Lounge. Citizens may purchase postage stamps and Boys State postcards during business hours from 7 to 9 a.m. and from 2 to 5 p.m. daily. The post office provides Boys State stationery and stamps to city postmasters for distribution to citizens.

**RECREATION:** A supervised and comprehensive recreation program using university athletic facilities is scheduled each afternoon. Championship tournaments are conducted in basketball, flag football, racquetball, soccer, softball, tennis, and soccer. Outstanding individual athletes are selected for “All-State” teams. Participation in the recreation program is compulsory for all citizens unless excused for other Boys State activities.

**REGISTRATION:** Boys State registration is scheduled Saturday, from 1 to 4 p.m., on the campus of The University of Texas at Austin. It is in the Jester Academic Area, corner of 21st and Speedway. Registering citizens receive their packets, meal tickets, T-shirts, room assignments, and make deposits to the Boys State Bank. Appointees must plan their arrival before the end of registration; late arrival requests will not be approved. If an en route emergency will preclude arrival by 4 p.m., the appointee should immediately notify the Boys State Headquarters at (512) 471-7527.

**REPORT:** Upon return home, each citizen is expected to present a Boys State report to his sponsoring American Legion post, cosponsoring organization(s), other interested groups, and his school.

**RESPONSIBILITIES:** Each citizen is required to attend all Boys State functions including precinct and city meetings; county, district, and state conventions; and general assemblies. He is responsible for all duties and obligations pursuant to his elected Boys State office or position.

**SUPPLY:** Boys State Supply, open daily, is located adjacent to the Jester Ground Floor Fireplace Lounge. Boys State T-shirts and souvenirs are available for purchase. With the deposit of meal tickets issued during registration, citizens may



check out athletic equipment during recreation.

**TALENT SHOW:** A talent show including comedy, music, and other entertainment is scheduled the last night of Boys State. Citizens wishing to participate should bring any material they may need for their performances. Adequate time for rehearsal is available during the week.

**TELEPHONE:** Because of the extremely fast paced and demanding schedule at Boys State, telephone calls to or from citizens should be restricted for emergencies only. Citizens have limited access to pay phones; long distance telephone calls may not be charged to The University of Texas nor The American Legion Boys State. For emergencies only, parents/guardians may contact the Boys State Headquarters at (512) 471-7527.

**TRANSPORTATION:** All transportation arrangements and travel expenses between home and the University of Texas campus is the responsibility of the appointee's sponsoring American Legion post and cosponsoring organization(s). Appointees flying or traveling by bus may require a taxi upon arrival in Austin. The one-way taxi fare to Jester Center from the airline or bus terminal is approximately \$25.00 for one to four passengers.

**T-SHIRTS:** The Boys State Dress Code requires the wearing of the Boys State T-shirt at all times. Each citizen is issued one (1) Boys State T-shirt free of charge during registration. Seven (7) T-shirts, one for each day of the program, are required. Sponsoring American Legion Posts, parents, or citizens may purchase additional T-shirts for \$5 each during registration.

**STAFF:** Each Boys State city is under the supervision of a senior and a junior counselor. Senior counselors represent a diversified background of professional experience and junior counselors are outstanding former Boys State citizens. The Boys State program is coordinated and supervised by an administrative staff including junior and senior counselors, the Director, the Chairman, and the Boys State Committee.

**VISITORS:** All visitors should report to the Boys State Headquarters in the Jester West Second Floor Lounge. Because of the program's intense schedule, visits to citizens are highly discouraged and must be restricted to emergencies only.

**WEBSITE:** Information on the Boys State program including the manual, daily updates, and photographs are available at <http://www.txlegionbstate.org> or via The American Legion, Department of Texas, website at <http://www.txlegion.org>.



# NOTES





# SECTION III

## 2007 Daily Schedule of Activities



### THE AMERICAN'S CREED

I BELIEVE IN THE UNITED STATES OF AMERICA AS A GOVERNMENT OF THE PEOPLE, BY THE PEOPLE, FOR THE PEOPLE; WHOSE JUST POWERS ARE DERIVED FROM THE CONSENT OF THE GOVERNED: A DEMOCRACY IN A REPUBLIC; A SOVEREIGN NATION OF MANY SOVEREIGN STATES; PERFECT UNION, ONE AND INSEPARABLE; ESTABLISHED UPON THOSE PRINCIPLES OF FREEDOM, EQUALITY, JUSTICE AND HUMANITY FOR WHICH AMERICAN PATRIOTS SACRIFICED THEIR LIVES AND FORTUNES.

I THEREFORE BELIEVE IT IS MY DUTY TO MY COUNTRY TO LOVE IT; TO SUPPORT ITS CONSTITUTION; TO OBEY ITS LAWS; TO RESPECT ITS FLAG; AND TO DEFEND IT AGAINST ALL ENEMIES.

- William Tyler Page



# SCHEDULE OF ACTIVITIES

## SATURDAY, JUNE 2

- 1p.m. REGISTRATION - STREET ENTRANCE, WEST SIDE  
JESTER CENTER, (SPEEDWAY ST.) UT AUSTIN
- 2 p.m. BOYS STATE OVERVIEW; JESTER-A121A
- 2:45 p.m. BAR ORIENTATION; JESTER-A121A
- 3:30 p.m. BOYS STATE OVERVIEW; JESTER-A121A
- 4:30 p.m. CITY MEETING - LOUNGE STUDIES
- 5:30 p.m. DINNER-All meals served by Cities in Jester Cafeteria
- 6:30 p.m. CITY ORIENTATION  
Boys State Program Details  
Organization of City  
Election of Mayor  
Selection of City Officials:  
Postmaster, Athletic Director, Color Guard & Chaplain  
Distribution of Filing Forms  
Election Procedures  
Completion of Filing Forms  
Submission of Samsung Scholarship Applications
- 8:00 p.m. RETURN CORRECTED CITY CROSTER TO HEAD  
QUARTERS
- 9:45 p.m. ALL CITIES RELEASED
- 10:00 p.m. ATHLETIC DIRECTOR MEETINGS - JESTER-A121A  
COLORGUARD MEETING - JESTER-A121A  
CITY POSTMASTER MEETINGS - Boys State Post Office
- 11:00 p.m. LIGHTS OUT

## SUNDAY, JUNE 3

- 6 a.m. FIRST CALL
- 6:30 a.m. BREAKFAST
- 8:00 a.m. MEMORIAL SERVICE
- 9 a.m. GENERAL ASSEMBLY- \_\_\_\_\_
- 10 a.m. PARTY PRECINCT MEETING, F- \_\_\_\_\_ N - \_\_\_\_\_  
City splits and meets by Party  
Election of Precinct Chairman,  
and 4 other Voting Delegates to County Convention  
Selection of Members of State Committees:  
Rules, Platform and Campaign
- 10:45 a.m. COUNTY PARTY CONVENTION, F- \_\_\_\_\_ N - \_\_\_\_\_  
Election of County Chairman and other  
Voting Delegates to State Convention
- Noon LUNCH - CITY PICTURES  
City Pictures are taken according to schedule; staters are to  
remain in their respective cities and follow the instructions of



their counselors throughout this activity.

1:30 p.m. RULES, PLATFORM AND CAMPAIGN ORIENTATION MEETINGS

Rules: F - \_\_\_\_\_ N - \_\_\_\_\_

Platform: F - \_\_\_\_\_ N - \_\_\_\_\_

Campaign: \_\_\_\_\_

1:30 p.m. BAR ORIENTATION Jester-A121A

1:30 p.m. RECREATION:

ATHLETICS - Team Organization and Planning

BAND \_\_\_\_\_

CHOIR - Boys State Headquarters, 2nd Floor Jester

All staters must participate in an Official Activity during the daily recreation period.

2:45 p.m. BAR EXAMINATION - JESTER-A121A

3:30 p.m. PRECINCT CHAIRMEN, and COUNTY CHAIRMEN MEETING \_\_\_\_\_

4 p.m. CITY MAYORS MEETING 2nd Floor Jester Boys State HQ

5 p.m. FLAG CEREMONIES

5:30 p.m. DINNER

7 p.m. GENERAL ASSEMBLY \_\_\_\_\_

8:30 p.m. STATE PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_

Voting Delegates seated with Precincts

Organize State Party

Elect State Chairman, Secretary and Whips

Time allotted for obtaining Filing Form Signatures

10:30 p.m. PRIMARY FILING DEADLINE

Precinct Chairman submits Filing Forms to Election Headquarters

11:00 p.m. LIGHTS OUT

### **MONDAY, JUNE 4**

6 a.m. FIRST CALL

6:30 a.m. BREAKFAST

8 a.m. STATE PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_

Begin speeches by candidates for State Office

Noon LUNCH

1:30 p.m. BAR ORIENTATION - JESTER-A121A

RECREATION:

ATHLETICS

BAND \_\_\_\_\_

CHOIR - Boys State Headquarters, 2nd Floor Jester

2 p.m. PARTY RULES COMMITTEE MEET, F - \_\_\_\_\_ N - \_\_\_\_\_

PARTY PLATFORM COMMITTEE MEET, F - \_\_\_\_\_ N - \_\_\_\_\_

3 p.m. BAR EXAMINATION - JESTER-A121A

3:30 p.m. TALENT SHOW TRYOUTS - \_\_\_\_\_

5 p.m. FLAG CEREMONIES - VISITING DIGNITARIES

5:30 p.m. DINNER



- 6:45 p.m. DEADLINE FOR CORRECTIONS OF PRIMARY BALLOT  
 Report corrections to Election Headquarters by this time  
 Sample Ballots are posted on Election Board
- 7 p.m. GENERAL ASSEMBLY \_\_\_\_\_
- 8 p.m. STATE PARTY CONVENTION, F- \_\_\_\_\_ N- \_\_\_\_\_  
 Continue speeches for State Offices  
 Reports from Convention Committees
- 11:00 p.m. LIGHTS OUT

**TUESDAY, JUNE 5**

- 6 a.m. FIRST CALL
- 6:30 a.m. BREAKFAST
- 8 a.m. CITY MEETING  
 Speeches by candidates for House/Senate
- 8:30 a.m. COUNTY PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_  
 Speeches by candidates for County Offices
- 9:15 a.m. DISTRICT PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_  
 Speeches by candidates for District Offices
- 9:45 a.m. STATE PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_  
 Speeches by candidates for Attorney General, Lt. Governor & Governor
- 11 a.m. PRECINCT CHAIRMEN RELEASED  
 Report to Election Headquarters for Ballot Boxes
- 11:15 a.m. PRIMARY ELECTION  
 Vote by Party in Lounge Studies  
 All citizens must vote before lunch
- Noon LUNCH
- 1:30 p.m. BAR EXAMINATION - JESTER-A121A
- 2 p.m. PARTY CAMPAIGN COMMITTEES MEET, F- \_\_\_\_\_ N- \_\_\_\_\_  
 PARTY PLATFORM COMMITTEES MEET, F- \_\_\_\_\_ N- \_\_\_\_\_  
 RECREATION:  
 ATHLETICS  
 BAND \_\_\_\_\_  
 CHOIR - Boys State Headquarters, 2nd Floor Jester
- 2:30 p.m. SEMINARS  
 US Service Academies  
 University of Texas Admissions & ROTC  
 Texas A&M University Admissions  
 & Corps of Cadets
- 3 p.m. BAR EXAMINATION - JESTER-A121A
- 3:30 p.m. TALENT SHOW TRYOUTS - \_\_\_\_\_
- 4 p.m. PRIMARY ELECTION RESULTS  
 Vote totals posted on Election Board as completed
- 5 p.m. FLAG CEREMONIES - VISITING DIGNITARIES
- 5:30 p.m. DINNER



- 6:30 p.m. BOYS STATE LEGISLATURE \_\_\_\_\_  
 House and Senate who were elected in the Primary  
 meet for General Legislative Orientation  
 Speeches for Officers of House and Senate  
 Drafting of Legislation
- 6:45 p.m. DEADLINE FOR CORRECTIONS TO RUNOFF BALLOT  
 Ballot submitted in writing to Election Headquarters  
 by various party chairmen
- 7 p.m. GENERAL ASSEMBLY \_\_\_\_\_
- 8:30 p.m. STATE PARTY CONVENTION, F - \_\_\_\_\_ N - \_\_\_\_\_  
 1. Speeches from Runoff Candidates  
 2. Approve State Party Platform
- 9:00 p.m. RUNOFF ELECTION, F - \_\_\_\_\_ N - \_\_\_\_\_  
 Vote by Party in Lounge Studies
- 11:00 p.m. LIGHTS OUT

### WEDNESDAY, JUNE 6

- 6 a.m. FIRST CALL
- 6:30 a.m. BREAKFAST
- 8:30 a.m. GENERAL ASSEMBLY  
 Announcement of Runoff Election Results  
 Swearing-In of Boys State Legislature  
 Begin General Election Campaign Speeches:  
 Court of Criminal Appeals, Supreme Court, Railroad Commissioner,  
 Agriculture Commissioner, Comptroller and Land Commissioner
- 9:30 a.m. BOYS STATE LEGISLATURE CONVENES  
 Election of Speakers and President Pro-Tem  
 Committee Chairmen Assignment
- Noon LUNCH
- 1:30 p.m. RECREATION: Semi-Finals  
 ATHLETICS  
 BAND \_\_\_\_\_  
 CHOIR - Boys State Headquarters, 2nd Floor Jester  
 BAR EXAM RETAKES - JESTER-A121A  
 CAMPAIGN COMMITTEES, F- \_\_\_\_\_ N- \_\_\_\_\_
- 2 p.m. DEADLINE - GENERAL ELECTION BALLOT  
 CORRECTIONS TO GENERAL ELECTION  
 Errors should be reported to Election Headquarters  
 by this time.  
 Ballot submitted in writing to Election Headquarters  
 by various party chairmen  
 Sample Ballot posted on Election Board



LEGISLATIVE COMMITTEES

HOUSE \_\_\_\_\_

SENATE \_\_\_\_\_

2:30 p.m. SEMINARS

- US Service Academies
- University of Texas Admissions & ROTC
- Texas A&M University Admissions & Corps of Cadets

3:30 p.m. TALENT SHOW TRYOUTS, \_\_\_\_\_

5 p.m. FLAG CEREMONIES/VISITING DIGNITARIES

5:30 p.m. DINNER

7 p.m. PARTY CONVENTIONS F - \_\_\_\_\_ N - \_\_\_\_\_

8 p.m. GENERAL ASSEMBLY

- Campaign Speeches by General Election Candidates
- Attorney General, Lt. Governor and Governor

11:00 p.m. LIGHTS OUT

**THURSDAY, JUNE 7**

6 a.m. FIRST CALL

6:30 a.m. BREAKFAST

8:30 a.m. General Assembly

10:00 a.m. DISMISS HOUSE/SENATE

10:30 a.m. DISMISS PRECINCT CHAIRMEN AND CAMPAIGN COMMITTEE

11:30 a.m. - 4:30 p.m. GENERAL ELECTION - VOTE in designated Areas.

11:30 a.m. LUNCH

1:00 p.m. LEGISLATIVE COMMITTEES

HOUSE \_\_\_\_\_

SENATE \_\_\_\_\_

1:30 p.m. TALENT SHOW-Final Auditions and Rehearsal  
CHOIR

RECREATION: State Finals

2:00 p.m. BANK CLOSES- last chance to withdrawl money

2:30 p.m. SEMINARS

- US Service Academies
- University of Texas Admissions & ROTC
- Texas A&M University Admissions & Corps of Cadets

5 p.m. DINNER

6:30 p.m. FLAG CEREMONIES- UT SOUTH MALL

7 p.m. GENERAL ASSEMBLY

- JOINT SESSION BOYS STATE LEGISLATURE
- Election Results
- Swearing-In of Boys State Officials



8 p.m. ATHLETIC AWARDS & TALENT SHOW - \_\_\_\_\_  
11:00 p.m. LIGHTS OUT

**FRIDAY, JUNE 8**

- 6:30 a.m. FIRST CALL  
7 a.m. BREAKFAST  
8:30 a.m. ASSEMBLE FOR CAPITOL TRIP  
9 a.m. DEPART FOR CAPITOL  
9:15 a.m. GOVERNOR'S OFFICE FUNCTION  
House/Senate Function; Tour of Capitol, Visit Office of  
Senators and Representatives  
10:30 a.m. ASSEMBLY IN HOUSE CHAMBER  
All Boys Staters except members of the House and Senate  
will attend joint session and be seated in gallery during joint  
session.  
10:45 a.m. JOINT SESSION: BOYS STATE LEGISLATURE  
FINAL ASSEMBLY-2007 BOYS STATE  
All Boys Staters will remain in House Chambers for the Final  
Assembly at close of joint session.

**NOON ALL BOYS STATERS REPORT TO CITY AREAS FOR ROLL  
CALL AND FINAL CHECK OUT**

Each citizen successfully completing The American Legion  
Boys State requirements will be awarded the Official Lapel  
Pin and Certificate of Participation. Counselors will check all  
rooms and certify that each Stater is eligible for dismissal.  
Junior Counselors will bring money and other items on  
deposit at the bank to the cities for distribution to the boys.  
**CITIZENS DISMISSED**  
You will return to your respective homes as planned by  
parents and sponsoring organizations.



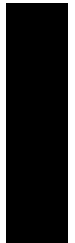
# NOTES





# SECTION IV

## POLITICAL SYSTEM OF BOYS STATE





## Political System of Boys State

Upon arrival at Boys State each citizen is assigned to one of two political parties. The entire program is non-partisan and problems considered are without reference to any existing political party and will be free from propaganda. The sole purpose is to enable the citizens of Boys State to grasp the meaning of some of the responsibilities to assume upon becoming an adult. *Because of the time element and nature of the program, political party structure at Boys State, in some instances, differs from the realistic situation.*

Each Boys State city has approximately 50 citizens and each city is as nearly balanced as possible between the two parties. All the citizens of the same political party within the city comprise a party precinct. From each two-party precinct five of its citizens are chosen as voting delegates to the political party's County Convention with one of the five or seven serving as the Precinct Chairman and another to serve as Vice Chairman. (See the City-County-District Organization Diagram in this section.) At the County Convention five or seven voting delegates, one of whom serves as the County Chairman, are chosen to represent the county at the Statewide Party Convention where state-level party business is conducted and committees, such as the Platform Committee and Rules Committee, are designated. State Convention Delegates elect a State Party Chairman, Vice Chairman, Party Whip, and other officials they deem necessary. Although voting delegates are elected to the County and State Conventions, all other party members attend the various party level meetings.

Each Boys Stater seeking a party nomination for any elected city, county, district, or state office *may obtain the filing form from his city counselor at the city orientation.* The completed form with the necessary signatures will be submitted with the correct change filing fee to his precinct chairman prior to the deadline listed in the details of the Election Procedure in this section of the manual. The filing fee for State Offices is 25¢ and for City, County, and District offices the fee is 10¢. Remember: No changes will be made nor petitions accepted after the deadline.

Each candidate will be responsible for the correct completion of his filing form. Each office requires endorsing signatures as follows: *State Offices - 30 names; District - 12; County - 8; and City - 4.* These signatures may be obtained only from party members who are residents of the political sub-division served by the office. For example: a candidate for Governor may get signatures from any Boys Stater whereas a candidate for District Judge may get signatures only from residents of his district. The petitions will be checked and violations will disqualify the candidate. Each Boys Stater may sign only as many petitions for an office as there are positions to be elected. For example: Sign only one petition for Attorney General but may sign



ber” would be 40. All candidates for State Offices will use number 50 for the “political sub-division.”

Following the Run-Off Primary Election, the party’s County and State chairmen may submit in writing the names of candidates to fill any vacancies for the General Election, The State Chairman may submit names for vacancies in State Offices. The County Chairman may submit names for any vacancies on the county or district ballot. These additions to the ballot may be made only through the proper chairman and not from individual Boys Staters.

Each Precinct, County and State Chairman is responsible for certifying the ballots. Each should report the correctness or errors to Election Headquarters before deadline. Additions or corrections will not be made after the deadline.

Each party has a Party Advisor to aid in the development of the organization and to preside over the State Party Convention until a State Party Chairman is chosen by the delegates. County and District Advisors will aid the Party Advisor on their levels. Each participant should study the program schedule to keep pace with developments.

Campaign supplies (paint, paper, thumb tacks, etc.) provided by the Boys State Program to all candidates in the General Election campaigns. *Campaign materials brought to Boys State are not to be used.* Campaign materials can be obtained by both Party’s Campaign Committee at Election Headquarters.

Election results are tabulated before observers by election officials under the supervision of staff members and posted as soon as possible. Official Results will be posted outside of Boys State Headquarters. Elected officials function in the positions following their inauguration and Oath of Office. (See Constitution Article VII ) Citizens seeking appointments to positions may make application with the elected officials who will administer the Oath of Office . Each citizen of Boys State should work towards the attainment of some office, either elective or appointive.

## Campaign Speeches For State Offices

### TIME SCHEDULE FOR GENERAL ELECTION SPEECHES

Associate Justices, Court of Criminal Appeals . . . . .	.3 minutes
Presiding Judge, Court of Criminal Appeals . . . . .	.3 minutes
Associates of Supreme Court . . . . .	.3 minutes
Chief Justice Supreme Court . . . . .	.3 minutes
Railroad Commissioner: . . . . .	.3 minutes
Commissioner of Agriculture . . . . .	.3 minutes
Comptroller of Accounts . . . . .	.3 minutes
Commissioner of Land Office . . . . .	.3 minutes
Attorney General . . . . .	.5 minutes
Lt. Governor . . . . .	.5 minutes
Governor . . . . .	.10 minutes

*Each speech must end at the sound of the gong.*



## Boys State Elected Officials

### I. Officials elected by the Cities

(Requires 4 signatures from candidate's city and party, fee 10¢)

101 Senate (1 place elected by each party in Primary)

102 House of Representatives (3 places elected by each party in Primary)

### II. Officials elected by each County.

(Requires 8 signatures from the candidate's county and party, fee 10c)

201 County Judge

202 County Commissioners (4 places)

203 County Attorney

204 County Sheriff

205 County Clerk

206 Tax Assessor-Collector

207 County Treasurer

208 Justice of the Peace (4 places)

209 Constable (4 places)

210 County Surveyor

211 County Court of Law Judge

### III. Officials elected by each District

(Requires 12 signatures from candidate's district and party, fee 10¢)

301 District Judge

302 District Attorney

303 District Clerk

304 Chief Justice, Court of Appeals

305 Associate Justices, Court of Appeals (4)

306 State Board of Education

### IV. Officials elected by the State

(Requires 30 signatures from candidate's party, fee 25¢)

401 Governor

402 Lieutenant Governor

403 Attorney General

404 Commissioner of Land Office

405 Comptroller of Public Accounts

406 Commissioner of Agriculture

407 Railroad Commissioners (3)

408 Chief Justice, Supreme Court

409 Associate Justices, Supreme Court (8)

410 Presiding Judge, Court of Criminal Appeals

411 Associate Justices, Court of Criminal Appeals (8)



## Boys State City-County-District Organization

BERRY CITY (1)		
BIRKHEAD CITY (2)	BENEFIELD COUNTY (30)	BROWN DISTRICT (40)
DAVIS CITY (3)		
DUNNING CITY (4)	DILWORTH COUNTY (31)	
FORMAN CITY (5)		
GIBSON CITY (6)	HUNT COUNTY (32)	LINDSLEY DISTRICT (41)
GOENS CITY (7)		
HESTER CITY (8)		
HILL CITY (9)	KEIG COUNTY (33)	
HOOD CITY (10)		
HUTCHINGS CITY (11)		
MCCRAW CITY (12)	LOVE COUNTY (34)	OWSLEY DISTRICT (42)
MCGEE CITY (13)		
MOORE CITY (14)		
NAMI CITY (15)	RATHER COUNTY (35)	
ROBERTS CITY (16)		
SCOTT CITY (17)		
SHERWOOD CITY (18)	ROSSITER COUNTY (36)	YOUNG DISTRICT (43)
TOWNES CITY (19)		
TURNER CITY (20)		
WHITE CITY (21)	SCHLAFLI COUNTY (37)	
WINTERS CITY (22)		

Cities are named for former American Legion Department of Texas Commanders who are now deceased. Counties are named for other deceased former Department Commanders with the exception of Keig and Hunt who are deceased former Governors of Texas Boys State. Districts are named for deceased past National Commanders from Texas, Alvin M. Owsley, Henry D. Lindsley and S. Perry Brown. Fred Young is a deceased Past Department Adjutant of Texas.)

Election Note: The number by each political sub-division (City, County and District) is the "Political Sub-division Identification Number" which must appear on the Election Form. *For all State Offices use #50.*



## Details of Election Procedure

*Room assignments for meetings will be announced at initial meeting of Boys State.*

### SATURDAY, JUNE 2

#### 6:30 p.m. ORIENTATION (Both City Counselors) (All Citizens of City)

1. Review roster, make corrections, return to headquarters by 9:30 pm
2. Explanation of Election Procedures by Counselors
  - a. Distribution of blank Filing Forms
  - b. Explain the Completion of Filing Forms.
    - 1) All information on Forms to be PRINTED, LEGIBLY.
    - 2) Use your full name.
    - 3) Use correct "Office Identification Number." Refer to page 40.
    - 4) Use correct "Political Sub-division Number." Refer to page 41.
    - 5) Ballots are prepared from "Office".
  - c. Procedure for obtaining signatures for Filing Forms
    - 1) Must be of same party and resident of political sub-division of candidate
    - 2) Must not sign more forms than number to be elected (see page 38)
  - d. FORMS WILL BE VOIDED IF INCORRECTLY COMPLETED
3. Election of City Administration
  - a. Counselor explains forms and duties of various officials.
  - b. Council/commission members may seek other elective or appointive offices.
  - c. Mayor presides at all City Meetings and is host for the City's Visiting Dignitaries.
    - 1) Mayor may not seek another elective office but may seek any appointive offices
    - 2) Selection of Athletic Director, Postmaster, Flag Detail and other desired positions.

#### 10:00 p.m. PARTY MEETINGS

### SUNDAY, JUNE 3

#### 10 a.m. PRECINCT MEETING

1. *Elect Precinct Chairman*
  - a. Presides at each Precinct Meeting and is a Voting Delegate to County Convention
  - b. Serves as *Election Judge* for Primary and General Elections
  - c. Appoints clerks to assist the Precinct Chairman in counting ballots
2. *Elect four additional Acting Delegates to County Convention*
  - a. Distribute to Delegates a Ribbon and Credentials
3. *Select/Elect Precinct's delegates to the State Party Committees*
  - a. *Rules, Platform and Campaign Committees*

#### 10:45 a.m. COUNTY CONVENTION

1. *Elect County Chairman* (The County Chairman will be elected from the present delegates representing the cities in the county)
  - a. Presides at County Conventions and is a Voting Delegate at State Convention
  - b. Co-Chairman of District Convention
  - c. Submits in writing to Election Headquarters to *fill vacancies* on *County and District* Ballots for General Election
2. *Elect four or six additional Voting Delegates to State Convention* depending on whether the county has two or three Cities
  - a. Distribute to Delegates a Ribbon and Credentials

**1:30 p.m. CAMPAIGN, PLATFORM AND RULES COMMITTEES-ORIENTATION****3:30 p.m. PRECINCT AND COUNTY CHAIRMEN MEETING** *Meeting Place TBA***8:30 p.m. STATE PARTY CONVENTION** (All Party Members) *Meeting Place TBA*

1. *Party Advisor* or appointee explains duties of each party officer and *presides* for election of Chairman. The Party Chairman is elected by Party Delegates at Large.
  - a. *State Chairman* may not seek another elective office but may seek any appointive office.
  - b. *Secretary and Whip* (3) may seek any elective or appointive office.
2. *State Chairman* will appoint the Chairman of each of the State Party Committees.
  - a. *Rules, Platform, and Campaign Committees*; Reports by Rules & Platform Committees.
  - b. Members of the committees were elected by each Precinct.
3. Allow any time after elections for delegates to obtain signatures on Filing Forms.

**10:30 p.m. FILING DEADLINE (EARLIER IF POSSIBLE)**

1. *Precinct Chairman* responsible for collecting all fees and Forms and personally delivering them anytime prior to the deadline to the Election Headquarters.
2. *No Filing Form will be accepted after the Deadline.*

**MONDAY, JUNE 4****8 a.m. STATE PARTY CONVENTION**

1. Report by Party Rules Committee
2. Debate and adopt Rules Committee Reports

**2 p.m. RULES COMMITTEE MEET****2 p.m. PLATFORM COMMITTEE MEET****6:45 p.m. DEADLINE FOR BALLOT CORRECTION**

1. Sample of Primary Ballot should be posted by 2nd Floor Elevators.
2. *Candidates* or *Precinct/County/State Chairmen* should report any errors or omissions to Election Headquarters (Basement Jester West).
3. No changes will be made after the Deadline.

**8 p.m. STATE PARTY CONVENTION****TUESDAY, JUNE 5****8 a.m. CITY MEETINGS**

1. Allow speeches by candidates for House-Senate.

**8:30 a.m. COUNTY PARTY CONVENTION**

1. *County Chairmen* presides over convention.
2. *Allow speeches by candidates* for County Offices.

**9:15 a.m. DISTRICT PARTY CONVENTION**

1. *County Chairmen* share presiding responsibilities.
2. *Allow speeches by candidates* for District Offices.

**9:45 a.m. STATE PARTY CONVENTIONS** (One Counselor/City/Party)**11 a.m. PRECINCT CHAIRMEN OBTAIN BALLOT BOXES (ELECTION HEADQUARTERS)**

1. Leave State Party Convention when dismissed.
2. At Election Headquarters select correct box for the party and city.

**11:15 a.m. PRIMARY ELECTION**

1. Citizens will *vote by Parties*.
2. Precinct Chairman will preside at Election and explain procedures.
3. *No "Write-in" votes except* for House and Senate.
4. Completed results should be delivered to Election Headquarters



**1:30 p.m. Platform and Campaign Committees meet**

**4 p.m. ELECTION RESULTS POSTED**

1. Totals will be posted on the Election Bulletin Board *as soon as complete.*
2. Precinct Chairman posts a copy of the results from his precinct for each ballot.

**7 p.m. DEADLINE FOR CORRECTIONS TO RUNOFF ELECTION BALLOT**

**8:30 p.m. STATE PARTY CONVENTION**

1. Approve State Party Platform
2. Speeches by *Run-off Candidates*

**9:15 p.m. PRECINCT CHAIRMEN OBTAIN BALLOT BOXES (ELECTION HEADQUARTERS)**

**9:30 p.m. RUN-OFF ELECTION**

**10 p.m. DEADLINE FOR ADDITIONS TO GENERAL ELECTION BALLOT**

1. Election held in *same room as Primary Election.*

**WEDNESDAY, JUNE 6**

**8:30 a.m. GENERAL ASSEMBLY** Primary results announced.

**9:30 a.m. HOUSE AND SENATE ORGANIZE**

1. Members excused from General Assembly.
2. Additions must be *submitted in writing* by the State/County Chairmen.
  - a. *State Chairman* fills any vacancies on State Ballot.
  - b. *County Chairman* fills any vacancies on County Ballot.
  - c. *County Chairmen* within a *District* jointly fill vacancies on the District Ballot.
3. Additions may not be a person already on ballot for another position.
4. No additions may be made after the deadline.

**1:30 p.m. APPOINTMENT OF HOUSE AND SENATE OFFICERS**

1. *Any Stater* may apply to the Speaker of the House or President Pro-Tem for appointment as one of the Officers of the House or Senate.

**1:30 p.m. CAMPAIGN COMMITTEES PREPARE MATERIALS**

**2 p.m. CORRECTION OF GENERAL ELECTION BALLOT**

1. Sample of General Election Ballots will be posted on Election Bulletin Board.
2. Candidates or Chairmen must notify Election Headquarters of any errors or omissions.

**7 p.m. PARTY ASSEMBLY**

1. Final preparation for General Assembly
2. Campaign Committees Report on Strategies

**8 p.m. GENERAL ASSEMBLY**

1. Campaign speeches for Attorney General, Lieutenant Governor, and Governor

**THURSDAY, JUNE 7**

**8:00 a.m. GENERAL ASSEMBLY**

**11:30 a.m. - 4:30 p.m. GENERAL ELECTION -Vote in Designated Areas.**



# Constitution of The American Legion Boys State Department of Texas

## Preamble

To God and Country we dedicate ourselves for the following purposes:

“To uphold and defend the Constitution of The American Legion Boys State; to make our laws and maintain order; to defend the cause of Citizenship with our sacred honor; to pledge loyalty to our country, state, and nation; to be fair and just in all our dealings with our fellow citizens; to take a serious and conscientious interest in discharging our duties as citizens of Boys State; to pray that all peoples of God’s World will be united in everlasting peace; to study and remember the principles of Justice, Freedom and Democracy; to contribute to the accomplishments of the aims and purposes of The American Legion Boys State; to pledge ourselves to the sacred ideals which are here represented; to ever remember that The American Legion Boys State’s principal service is to God and Country.”

## ARTICLE I - BOYS STATE PROGRAM

### Section 1. Official Name

The official name of the program shall be The American Legion Boys State, Department of Texas, hereinafter referred to as Boys State.

### Section 2. Purpose

The purpose of Boys State shall be to inculcate and educate the youth of the State of Texas in the procedures, duties, rights, and responsibilities of American Citizenship.

### Section 3. Eligibility

Any male student in his junior year of senior high school who meets the requirements for participation as defined by The The American Legion, Department of Texas, shall be eligible to attend one session as a citizen of Boys State.

### Section 4. Meetings

The The American Legion, Department of Texas shall determine the dates and place for the annual session of Boys State.

### Section 5. Official Emblem

The official emblem of Boys State shall be an enameled pin in the shape of the State of Texas bearing the name “Boys State” and the official emblem of The American Legion.

The pin shall not be awarded nor worn until the satisfactory completion of the Boys State Program except when determined otherwise by the Director.

### Section 6. Political Parties

Each citizen of Boys State shall upon arrival be assigned to one of the political parties which will be structured and function as described in the Manual.



## **ARTICLE II - POWERS OF BOYS STATE GOVERNMENT**

The powers of the government of Boys State shall be divided into three distinct departments, each of which shall be confined to a separate body of magistracy, to wit: the Legislative Branch, the Executive Branch, and the Judicial Branch. No person of one branch shall exercise any power properly delegated to either of the other two branches except as expressly permitted. Rules and regulations established by The Boys State Committee, The The American Legion, Department of Texas or The American Legion may not be set aside or changed by The Citizens of Texas Boys State.

## **ARTICLE III - EXECUTIVE BRANCH**

### **Section 1. Officers of the Executive Branch**

The executive branch of Boys State shall consist of Governor, Lieutenant Governor, Attorney General, Commissioner of the Land Office, Comptroller of Public Accounts, Agriculture Commissioner, and Railroad Commissioner. Each executive officer shall be elected annually by the citizens of Boys State and shall perform the duties assigned to that office in the Boys State Manual.

### **Section 2. Governor**

The chief executive officer is the Governor who shall be a qualified citizen of Boys State and shall serve until his successor is duly installed. He shall deliver the Governor's Message to the Legislature; shall approve or disapprove the Acts of the Legislature; shall fill vacancies in all state commissions and boards with the advice and consent of the Senate; shall represent the Texas Boys State Program when requested by The American Legion; and perform all other such duties assigned to the office by the Manual.

### **Section 3. Lieutenant Governor**

- a. There shall be a Lieutenant Governor, who shall be chosen at every election for Governor by the same electors, in the same manner, and shall possess the same qualifications.
- b. The Lieutenant Governor shall by virtue of his office, be President of the Senate and shall when the Senate is equally divided cast the deciding vote. He shall in the absence of the Governor exercise the powers and authority appertaining to the office of Governor.

### **Section 4. Appointive Executive Officers**

In addition to the Secretary of State and the Adjutant General, the Governor shall appoint with the advice and consent of the Senate all boards and commissions as required by law.

## **ARTICLE IV - LEGISLATIVE BRANCH**

**Section 1.** The legislative powers of Boys State shall be vested in a Senate composed of one member from each precinct and a House of Representatives composed of three members from each precinct.

**Section 2.** No law shall be effective unless passed in identical form by both houses and approved by the Governor.

**Section 3.** The Boys State Legislature shall elect from its membership a President



Pro-Tem in the Senate and a Speaker in the House of Representatives to preside at each session of the Legislature. The presiding officer shall appoint all necessary officers for conducting the business of each house.

**Section 4.** The Legislature shall be governed by rules of procedure adapted from the Rules of the Texas Legislature.

## ARTICLE V - JUDICIAL BRANCH

### Section 1. The Several Courts

The judicial powers of Boys State shall be vested in one Supreme Court, in Courts of Civil Appeals, in a Court of Criminal Appeals, in District Courts, in County Courts, in Courts of Justices of the Peace and in such other courts as may be provided by law.

**Section 2.** The qualifications, jurisdictions, and duties of each court shall be prescribed in the Manual.

## ARTICLE VI - COUNTIES

**Section 1.** The Boys State Legislature shall have the power to create counties of not more than three nor less than two cities for the convenience of the citizens of Boys State.

**Section 2.** The responsibility for conducting the business of the county shall be vested in the County Judge, the Commissioners Court, the County Attorney, the Sheriff, the County Clerk, the Tax Assessor-Collector, the County Treasurer, the County Surveyor, Justices of the Peace and Constables. Each county official shall perform such duties as described in the Manual.

## ARTICLE VII - GENERAL PROVISIONS

**Section 1.** Each participant in the Boys State Program shall be deemed to be a qualified voter and shall be eligible for any appointive or elective office.

**Section 2.** The terms of office for all appointive and elective offices shall be for the duration of the session of Boys State except the Governor shall serve for one year or until his successor is duly qualified.

### Section 3. Official Oath

All elective and appointive officials, before they enter upon the duties of their office, shall take the following Oath:

“I, \_\_\_\_\_ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of \_\_\_\_\_ of The American Legion Boys State, Department of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of The American Legion Boys State; and I furthermore solemnly swear (or affirm) that I have not directly or indirectly paid, offered, or promised to pay, contributed, nor promised to contribute any money, or valuable thing, or promised any public office or employment as a reward for the giving or withholding a vote at the election at which I was elected (as a reward to secure my appointment or the confirmation thereof). So help me God.



**ARTICLE VIII - MODE OF AMENDING THE CONSTITUTION**

The Boys State Legislature by a two-thirds vote may propose an amendment to the Constitution which is not in conflict with the philosophy or purpose of The American Legion. Any such amendment must receive a majority vote of the citizens of Boys State before it may become a part of this Constitution.





# SECTION

# V

# TEXAS

# GOVERNMENT

STATE, COUNTY, CITY





Six flags have flown over Texas from its discovery by the Spanish Conquistadors to the present day, and in a democracy constitutions are influenced by the governmental experience of the people for whom they are designed. Such is the case with Texas, which has had a rather varied experience as a colony under Spain and Mexico, as an independent republic, as a state in the Union, a state in the Confederacy, and then after a period of reconstruction once more one of the states of our Federal Union.

## **The Constitution of Texas**

Since the days of the republic, Texas has been governed under five different constitutions. The first of these was the Constitution of the Republic of Texas, 1836, adopted after the successful completion of the War for Independence and patterned after that of the United States.

When Texas was admitted to the Union in 1845, a simple constitution was written to conform to her status as a state. This constitution is considered as the best one the state has had and one of the best State constitutions of that time. It first called for the appointment of the judges and all state officers except the Governor, Lieutenant Governor and members of the Legislature. Upon adoption of the ordinance of secession in 1861, fundamental changes were made in the constitution to comply with the Confederacy.

Immediately after the war, Texas voters approved the constitution of 1866 embodying the changes made by the war and satisfying the Lincoln plan of reconstruction. Shortly afterwards, however, in the Congressional elections of 1866, the Radical Republicans secured control of Congress and passed several acts which forced Texas once more to alter fundamental law in the constitution of 1869.

In 1874, the native element of the state again came into power and drafted the constitution of 1876-which, after one hundred years, is still in effect. Two attempts were made in 1974 and 1975 to draft a new constitution. The Constitutional Convention of 1974 failed by 3 votes to submit the document to the voters of Texas. The 64th Legislature submitted a new constitution but it was rejected by the voters of Texas. Under the present constitution, the powers of the government are separated into three distinct branches, the Executive, the Legislative and the Judicial.

Broadly speaking, it is the task of the Legislature to make the laws, of the Executive to administer the laws, and of the Judiciary to interpret the laws. Due to the complexity of modern government, these separations of powers do not always hold true and one branch often exercises powers which are the function of another. Especially is this true of the Executive Branch, which in recent years has not only been called upon to administer the laws, but in many cases to make the rules and regulations which it executes. Each branch is discussed in greater detail in this chapter.

## **The Legislative Branch**

The Legislative branch of Texas is composed of an upper and lower house. The upper house, the Senate, has membership based upon population with one being elected from each of thirty-one districts. A Senator must be twenty-six years old, a citizen of



Texas for five years, and a citizen of the district for one year. The House of Representatives is limited to one hundred fifty members apportioned on the basis of population. A member of the House must be twenty-one years old, a citizen of the State for two years, and a resident of the district for at least one year.

The term for a Senator is four years with half of the members being elected every two years. The entire membership of the House is re-elected every two years. Both are elected by direct popular vote.

Since 1975 the Legislators have received \$7200 annual salary plus \$90 per diem for expenses when the Legislature is in session. In addition, allowances are made for traveling to and from the session, secretarial assistance, and contingent expenses such as postage, stationery, telephone calls and office supplies.

The Regular Session convenes on the second Tuesday in January of the odd-numbered years for one hundred forty days. According to the Texas Constitution, the first thirty days should be devoted to the organization and introduction of legislation. The second thirty days is to be devoted to Committee Hearings. During the final period, there is no free introduction of bills. The Legislature by a four-fifth's vote of the membership of both houses may suspend the Constitutional Rules and adopt different rules of procedure. As a result of the suspension of these Constitutional Rules, there is usually a "logjam" of legislation at the end of the session.

The Constitution provides that the Lieutenant Governor shall be the presiding officer of the Senate. He has the right to vote only in the case of a tie. While serving, he receives the same salary as a member of the Senate. A President-Pro Tem of the Senate is selected from the membership and serves as the presiding officer in the absence of the Lieutenant Governor. The presiding officer of the House of Representatives is the Speaker of the House elected from the membership of the House.

In addition to exercising the usual duties of presiding officer of keeping order, putting questions to a vote, and ruling on parliamentary questions, these two presiding officers have additional powers. They are:

1. Recognizing all members to speak
2. Appointing all committees
3. Referring bills to committees
4. Appointing employees of the House
5. Interpreting the Rules of the House and Senate
6. The Speaker may vote on any measure, but the Lt. Governor may vote only in the event of a tie.

The Standing Committees of both Houses are the first major step in the Legislative process. It is in these committees that testimony from the general public is heard, revisions of the bills are made, or bills are defeated. The fate of a bill is usually determined by the action of the Committee.

Bills may originate in either House except for tax bills which must be introduced in the House of Representatives. Not only must a bill be passed on three separate readings in each House before it can become law, but also it must be passed in identical form by both Houses. If a bill has been passed by each House in different forms,



it is the duty of a Conference Committee to adjust the differences between the Houses. The filial form is often a compromise.

After it has been determined that both Houses have passed identical bills, the Governor exercises his "legislative function." He can do one of three things with a bill. He can (1) sign it into law, (2) file the bill with the Secretary of State without his signature and allow it to become law, or (3) veto the bill which kills the bill unless the veto is overridden by both Houses of the Legislature.

The Legislature has certain "administrative functions." Among these are confirmation of gubernatorial appointees by the Senate; passing laws to set up and regulate all administrative agencies; control the budgets of state agencies; investigate the executive and administrative agencies; and remove executives from office through the Legislative impeachment powers.

There are also powers in elections. In the case of a tie for Governor or Lieutenant Governor the Legislature has the duty of selecting the office. Both Houses canvass the returns for Governor. It is the duty of the Legislature to draw the district lines for both Legislative Districts and Congressional Districts.

There are several agencies which aid the Legislature in its duties. They are:

**Legislative Budget Board:** The Lieutenant Governor and the Speaker of the House serve as ex-officio members with four Senators and four Representatives. The Board hears testimony and requests for funds from the various state agencies. It then prepares a recommended budget for the State to be submitted to a Regular Session of the Legislature.

**Texas Legislative Council:** The Council is composed of the President of the Senate and five Senators of his choice, the Speaker of the House and ten Representatives of his choice.

The duties of the Council are (1) to investigate state departments, agencies, and officers and to study their duties and function, (2) to gather information for the use of the Legislature, and (3) to recommend legislation to improve the state government.

**Legislative Redistricting Board of Texas:** The five members are the Lieutenant Governor, the Speaker of the House, the Attorney General, the Comptroller, and the Land Commissioner.

If the Legislature fails to reapportion the House and Senate districts after each decennial census as provided in the Constitution, it is the duty of the Board to apportion the State to the extent that the legislature has failed to act. The districts as drawn by the Board become effective at the next succeeding general election.



## Judicial Branch

### The Texas Judiciary in General

Texas' judiciary consists of a State Supreme Court and a Court of Criminal Appeals, 14 Courts of Civil Appeals, and numerous District Courts, County Courts and Justice Courts. As a general rule, legal proceedings begin in the lower courts, the trial courts, and work up through the appeals system. Jurisdiction of the various trial courts depends upon the subject matter of the controversy, the amount in controversy, and jurisdiction over the parties involved. The following descriptions begin with the trial courts.

### The Justice Courts

The lowest court of law is the Justice Court whose judge must be a qualified state voter residing in the community and with some knowledge -and experience in community affairs; the judge should have a common-sense attitude toward justice and should represent the average person's type of justice. Every county has not less than four nor more than eight, justice precincts whose justices are elected to serve four years by the qualified voters in their precincts. The jurisdiction of the J.P., or justice of the Peace, court includes certain criminal cases in which the punishment is by fine alone and civil matters where the amount in controversy does not exceed \$2,500. Each J.P. is elected for a four year term. Justice courts lack jurisdiction to try certain suits, such as those for the title to land. In some instances, certain matters are placed exclusively within the jurisdiction of other courts.

### Municipal Courts

Most Texas cities have a court with one or more judges to serve the jurisdiction of the city. These courts may be called corporation courts or traffic courts . The bulk of trial business consists of traffic violations. The court operates like a J.P. Court in that appeals are de novo to County Court. Some large cities have courts of record.

### The County Courts

County Judges should be well informed in the law of the State but need not be lawyers. They are elected to serve for four years. County courts are of two basic types: constitutional and legislative. Constitutional County Courts have jurisdiction in civil cases where the amount in controversy is \$500 or more but does not exceed \$10,000. Legislative County Courts (county courts at law) also begin at \$500 but the upper limit is established by the legislature. Most include amounts in controversy up to \$5,000 but extend even to \$50,000. These courts have special subject matter jurisdiction which usually does not include criminal matters.

Criminal cases tried in the other county courts include original jurisdiction for criminal cases which do not involve punishment by confinement in the penitentiary or where the fine exceeds \$200. County courts have appellate de novo jurisdiction of criminal cases originating in the justice courts.



Constitutional County Courts lack jurisdiction over questions of title to land and eminent domain matters. Probate matters may be filed in Constitutional County Courts. If a dispute arises which is out of the court's jurisdiction, the matter may be transferred to a Legislative County Court with probate jurisdiction or to the District Court. The legislature has given some Legislative County Courts jurisdiction over family law, but, generally, family law matters lie within the exclusive jurisdiction of the District Courts.

## **The District Courts**

The chief trial court in Texas is the District Court. It is a court of record. Judges must be a United States citizen, a Texas citizen, a resident of the district for two years, over 25 years old, and a practicing lawyer or judge for four years, in Texas, prior to the election. Judges serve a four-year term.

The jurisdiction of the District Court is divided into civil and criminal categories. In civil matters, cases involving \$500 or more, and criminal cases involving felony offenses, the District Courts have original jurisdiction. They have concurrent jurisdiction with the County Courts in certain civil cases. There is no upper limit in District Court on the amount in controversy in civil cases as there is in Justice Courts and County Courts. Among suits brought before the District Court in original jurisdiction are family law matters, suits to determine the title of land, libel and slander cases, election contests for non-statewide offices, and eminent domain cases. Legislative County Courts have been created to handle some eminent domain matters. Appellate jurisdiction includes probate cases from the County Courts involving wills and estates and guardians. District Courts have concurrent probate jurisdiction with County Courts, as indicated above under the description of County Courts.

In certain counties the Legislature has created Juvenile Courts and the Courts of Domestic Relations. The Juvenile Court, as its name implies, has jurisdiction over matters dealing with juveniles and the Domestic Relations Court has jurisdiction over matters of divorce, separation and child support. If the Legislature so directs, it may also have jurisdiction over juveniles.

## **The Courts of Appeal**

The Legislature has divided the state into 14 "Supreme Judicial Districts" and has established a Court of Appeals in each district. These courts are located in the following cities: Amarillo, Austin, Beaumont, Corpus Christi, Dallas, Eastland, El Paso, Fort Worth, Houston (two courts), San Antonio, Texarkana, Tyler and Waco.

Each of the Courts of Appeals has at least three judges—a chief justice and two associate justices. However, the Legislature is empowered to increase this number whenever the workload of an individual court requires additional judges. Presently, the Dallas Court of Appeals has 13 justices, the two courts located in Houston (the First and the Fourteenth) each have nine justices, the courts located in Fort Worth and San Antonio each have seven, the courts located in Austin and Corpus Christi each have six, the courts located in El Paso and Amarillo each have four, and the remaining courts each retain the constitutional minimum number of three. Presently there are 80 judges serving on the 14 intermediate Courts of Appeals.



Judges of these courts are elected in partisan elections for six-year terms of office by the voters in their own district. They must have the same qualifications for office as the justices of the Supreme Court of Texas. Each Court has jurisdiction over appeals from trial courts within the same Supreme Judicial District over civil and criminal matters. Appeals are heard in these Courts based on the Record from the trial court along with written and oral arguments by lawyers, Final Criminal jurisdiction is still in the Court of Criminal Appeals.

### **Court of Criminal Appeals**

This is the highest court in criminal appeals, consisting of one Presiding plus eight judges. The nine judges of the Court of Criminal Appeals, must be at least thirty years of age and have the other qualifications of a Justice of the Texas Supreme Court. They are elected by qualified voters for six-year overlapping terms, one every two years. The Court of Criminal Appeals has appellate and final jurisdiction of all appealable criminal cases tried in lower courts. The right of appeal is restricted to the defendant and if the state loses a criminal case, it cannot appeal from the trial court's decision.

In cases involving serious constitutional questions, the Texas Supreme Court may hear an appeal of a criminal case on the constitutional question, and the case can reach the United States Supreme Court.

### **Supreme Court**

The Supreme Court is the highest court in the state in civil matters.

Nine judges serve the Supreme Court. A Chief Justice sits as head of the Court. Each Justice must be a citizen of the United States and of Texas, thirty-five years of age, and must have been a practicing lawyer, or a lawyer and a judge of a courts of records together, at least ten years in Texas prior to the election. They are elected at a general election for six-year overlapping terms (three every two years). The Governor may fill vacancies and the Justices may be removed by impeachment provided by law.

### **Federal Courts**

Federal Courts are used by Texas citizens in matters arising under provisions of the U:S. Constitution, U.S. treaties and acts of Congress. Federal District Courts, located in major centers of population, are trial level courts. Appeals generally go to a Court of Appeals. Final appeals go to the United States Supreme Courts. That court may invalidate state laws and state decisions found to be contrary to the U.S. Constitution.

### **Administrative Law**

A vast body of law has developed in the past thirty years in the field of Administrative Agencies. These bodies, creatures of the State Executive-Legislative Branches, have set up hearing boards or court-like panels which review agency action (grievances or complaints from denial of license refusal of permits and countless other governmental regulated acts). Appeals may go to the Judicial branch. This activity is closest to the people and affects the vast majority of citizens.



## Notary Public

Notaries Public are Historical Positions held by bonded, responsible individuals to certify and notarize official documents, they are commissioned by the Secretary of State.

## The Executive Branch

Like every other state, Texas has an Executive Branch which consists of the Governor is the Chief Executive and all of the administrative agencies in the State.

Texas is unique with its Long Ballot on which all of the administrators of the major departments are elected by the voters of the State.

### I. Elected Officials

**GOVERNOR:** Except for the period that the chief executive was the President of the Republic of Texas, the office of Governor has been the top administrative officer. Unlike most chief executives, the Governor of Texas must share the executive powers with the other elected officials.

The Governor must be thirty years of age, a citizen of the United States, and a resident of the State of Texas for five years prior to election. The Governor serves for a four year term with an annual salary of \$91,600 and the use of the Governor's mansion.

In comparison to the governors of other states, there is little constitutional power. Only one executive officer, the Secretary of State, may be appointed and the members of the various boards with the concurrence of the Senate. The main duties include representing the State at official functions; serving as ex-officio member of various boards; recommending legislation to the Legislature; signing or vetoing bills passed by the Legislature; and granting pardons.

Therefore, for an individual to be a strong Governor, both political pressure and personality must be effectively used.

Removal of the Governor requires an indictment by a majority vote of the House of Representatives and a two-thirds vote of the Senate which conducts the trial.

**LIEUTENANT GOVERNOR:** The Lieutenant Governor has the same qualifications as the Governor. The major difference is the compensation, since the Lt. Governor receives the same salary as a member of the Senate which is \$7200 and an apartment in the Capitol building.

In the event of the Governor's absence from the state, death, resignation, removal from office, or inability to serve, the Lt. Governor is authorized to exercise the powers and authority of the Governor.

The major function is as presiding officer of the Senate which position gives the Lt. Governor more power over the Legislative process than the Governor.



**COMPTROLLER OF PUBLIC ACCOUNTS:** The qualifications for Comptroller are not specified in the Constitution. It is a four year term.

The Comptroller is the central accounting officer for the State. The Comptroller maintains an accurate inventory of all state property and keeps the expenditures of the agencies within accurate the amounts appropriated by the Legislature. Under the tax administrative duties, the office collects the gasoline tax, the natural gas tax, the franchise tax, the sales tax, ad valorem tax, all utility taxes, and other taxes.

The office must audit and approve all expenditures which are made from state funds. It must also certify that all appropriation bills passed by the Legislature are within the amounts that he estimates will be available in the affected fund. The office must issue a report at the beginning of each session of the Legislature on the condition of the State Treasury.

**ATTORNEY GENERAL** The Attorney General, the state's lawyer, is elected for four years, performing two primary functions: (1) giving legal advice in the form of opinions and (2) representing the State in civil litigation.

As the legal adviser of the Governor, State agencies, and county officials, the office also provides assistance in the drafting of legislation; examines the validity of bond issues of the state; acquires land through condemnation proceedings for highways; enforces anti-trust, labor, and small loan statutes; represents the State in extradition hearings; represents the more than 200 state agencies; files suits for delinquent taxes; prosecutes election frauds; protects public water rights and prosecutes air and water pollution on state level.

**COMMISSIONER OF THE GENERAL LAND OFFICE:** Originally the General Land Office was responsible only for keeping the records of land titles, but with the establishment of the Permanent School Fund and the Veterans Land Program, the duties of this department have increased.

The Land Office controls the purchase and re-sale of land in the Veteran's Land Program and the Permanent School Land Program. It also performs field surveys of public lands, maintains geological data on public lands, collects funds from mineral rights, and translates the original Spanish titles.

**COMMISSIONER OF AGRICULTURE:** The Commissioner of Agriculture is elected for a four year term and is the administrator of the Department of Agriculture. The functions of the Department include enforcement of quarantine laws; inspection and grading of fruit, meat, and poultry; inspection of warehouses and all weighing devices in Texas; and providing an agricultural price quotation service.

**RAILROAD COMMISSION:** The three Railroad Commissioners are elected for six year terms. When the Commission was created in 1891, its main purpose was to regulate railroads in Texas. The powers have been increased to include administrating the laws concerning rates not only on railroads but express companies, trucks and buses within Texas, gas utilities appellate jurisdiction, butane and propane safety means, licensing of dealers and handlers, oil and gas pipelines in wholly intrastate operations, conservation of oil and gas in the production thereof, ascertaining the market demand and setting allowable production at rates to prevent waste.



**SECRETARY OF STATE:** Although the Secretary of State is appointed by the Governor, it is one of the more important appointive officers, with varied responsibilities provided in the Constitution and in the Statutes. The office is the chief election officer of the State; the keeper of the Great Seal of Texas; the official representative of the Governor at public functions in the absence of the Governor; and the custodian of all state records. The office also approves and files articles of incorporation of domestic corporations; files certificates of limited partnerships; files and issues certificates of registration of trademarks; issues commissions to all Notaries Public; registers labor unions; processes extradition documents and conducts the hearings for the State.

### **Ex-Officio Boards**

The Executive Officers of the State serve on many boards in addition to the office to which they were elected. Their membership on these boards results from their elective position.

**School Land Board:** The School Land Board is composed of the Land Commissioner and two citizens of the State appointed by the Governor and the Attorney General. The Board is responsible for the management and sale of the public school lands, the execution of surface and mineral leases, and the sale of timber on these public lands.

**Board for Lease-Lands Owned by State Agencies:** The Board is composed of the Land Commissioner, the Administrator of the agency concerned, and one citizen appointed by the Governor. These boards have the authority to lease any land under the control of their agency for oil, gas, or mineral development. All revenues from such leases go to the benefit of the agency having control of the leased land.

**Board for Lease of University Lands:** The Land Commissioner and two members of the Board of Regents of The University of Texas are authorized to lease University lands for oil and gas development but it has no authority over surface leases.

**State Board of Canvassers:** The Board is composed of the Governor, Secretary of State, and a citizen appointed by the Governor. It tries any contest or disputed election of Presidential electors.

**Board to Sell Judgments Which Cannot be Collected:** The Comptroller and a member appointed by the Governor serve on the Board which is authorized to sell judgments held by the State against insolvent principals which cannot be collected.

**State Depository Board:** The Treasurer, Banking Commissioner, and a member appointed by the Governor meet in November to select the depositories for state funds.

**Board to Approve Contracts for Fuel and Public Printing:** The Governor, Comptroller, and the Secretary of State formally approve the letting of contracts after the low bid is determined by the Board of Control.

**Board to Calculate the Ad Valorem Tax Rate:** The Governor and Comptroller meet to calculate the rate for the state ad valorem tax rate on the basis of the formula prescribed by the Legislature in 1907.



**State Tax Board:** State Tax Board is composed of the Comptroller, Secretary of State and the Treasurer. It administers the tax on intangible assets by determining the intangible assets of railroads, oil pipe lines, and motor carriers. It then makes an appropriation to the various counties.

**Committee of State Revenue Estimates:** The Governor, the Director of the Legislative Budget Board, and the State Auditor meet to review the revenue estimates of the Comptroller prior to its presentation to the Legislature.

**State Building Commission:** The responsibility for the acquisition of state building sites, planning, design and construction rests with the Governor, Attorney General, and the Chairman of the Board of Control.

**Planning Agency Council for Texas:** The eight members are the administrative heads of various state agencies who serve as a group to coordinate the State's efforts in various fields.

**Veterans Land Board:** A board composed of the Land Commissioner and two members appointed to make funds available to veterans with which to purchase land.

## Interstate Compact Commissions

Whenever there is a problem common to several states usually in the same area of the country, the states agree to organize an Interstate Compact Commission. These joint efforts often solve a problem that an individual state could not solve.

The Governor of Texas appoints the Commissioners from Texas with the concurrence of the Senate. Listed are those Compact Commissions on which Texas is represented. The name of each indicates the function.

**Sabine River Compact (2)**

**Canadian River Compact (1)**

**Rio Grande River Compact (1)**

**Interstate Oil Compact**

**Interstate Parole Compact**

**Red River Compact (1)**

**Gulf States Marine Fisheries (1)**

**Pecos River Compact (1)**

**Vehicle Equipment Safety (1)**

**Southern Interstate Nuclear Board**

**Interstate Compact on Mental Health**

*Editors Note: In all of the agencies described, there are members who are appointed by the Governor with the concurrence of the Senate. Only if an authority other than the Governor makes the appointment will there be any reference to the appointing authority. Since most board members serve for six year overlapping terms no reference will be made to the term of service unless it might be different.*

## II. Military and Law Enforcement

**DEPARTMENT OF PUBLIC SAFETY:** Three appointive members of the Public Safety Commission select a Director of the Department of Public Safety. The Department has the broad responsibility for law enforcement and the maintenance of public safety. It enforces the motor vehicle laws and criminal laws; directs the education of police officers; uses scientific methods for crime detection; and is responsible for disaster relief.



The Department of Public Safety includes the Highway Patrol, The Texas Rangers, a Narcotics Division, a Motor Vehicle Inspection Division, and a Driver's Records and Driver's Licensing Division.

### **Adjutant General**

When appointed, the Adjutant General must be a federally recognized officer holding the rank of Major General. The Department is to direct, administer, and keep the records of military activities of the State. The office organizes and commands the Texas National Guard under the direction of the Governor.

**National Guard Advisory Board:** The Board is composed of the commanders of the three units of the Texas National Guard. It is responsible for the acquisition, construction, maintenance, and operation of all Texas National Guard Armories.

**Texas State Guard Reserve Corps Advisory Board:** The ten appointed members must have served in the armed services. The Board is responsible for the formulation of policies of the Texas State Guard Reserve Corps.

**Texas Traffic Safety Council:** The Council's Executive Committee is composed of the Governor, Director of the Department of Public Safety, the State Highway Engineer, and one member appointed by each of the following: The Governor, Education Commissioner, and Public Welfare Director. The Council develops a cooperative program of traffic safety among the various state agencies. It conducts research, distributes public information, and recommends legislation.

**State Defense and Disaster Relief Council:** Representatives from the state agencies whose functions relate to civil defense and disaster relief are appointed by the Governor. The Council negotiates mutual aid compacts with other states, the United States, and Mexico; assists in the formation of local defense organizations; and coordinates the negotiations of mutual-aid compacts between local governments.

**Commission on Law Enforcement Officer Standards and Education:** Nine members consist of the Education Commissioner, Director of the DPS, the Attorney General, and six members appointed by the Governor. It is to strengthen and improve law enforcement officer training in Texas. It certifies instructors; approves training and education programs; recommends curricula for advanced courses.

### **Texas Alcoholic Beverage Commission**

The administrator of the Alcoholic Beverage Commission is selected by the three appointed members of the Board. It grants permits for manufacturing and selling of liquor. It enforces the State statutes which relate to alcoholic beverages and collects all taxes and fees related to alcohol.

## **III. Business and Labor Regulation**

### **Finance Commission of Texas**

The Commission is composed of nine appointed members. Four of the members must have held an executive position in a bank for five years; three members must have recognized business ability; and two members must be building and loan executives.

The Commission provides over-all policy and supervisory control for three agencies: the Banking Department, the Savings and Loan Department, and the Regulatory



Loan Commissioner. The Finance Commission selects the Banking Commissioner, the Savings and Loan Commissioner, and the Regulatory Loan Commissioner.

**Banking Department:** Administrative control rests with the Finance Commission and the Banking Commissioner. It supervises and regulates state banks in accordance with the Banking Code; charters new banks and credit unions; and examines the records of banks and credit unions.

**Savings and Loan Department:** The Department is controlled by the Finance Commission and the Savings and Loan Commissioner. It administers the Texas Savings and Loan Act which regulates all state chartered savings and loan associations.

**Regulatory Loan Commissioner:** The Finance Commission through the Regulatory Loan Commissioner administers the Texas Regulatory Loan Act which was passed to control cash loans under \$1500 made at rates of interest in excess of the legal limits. The Office licenses all small loan companies and conducts detailed examinations of their operations.

**Credit Union Advisory Commission:** Five appointed members confer and advise the Banking Commissioner concerning problems of credit unions.

**Texas Vending Commission:** Nine member commission which collects annual occupation tax and licenses owners of coin-operated machines.

## STATE BOARD OF INSURANCE

The State Board of Insurance has three appointed members which select the Insurance Commissioner. The Department has jurisdiction over insurance rates, policies, and rules of operation for insurance companies in Texas.

**State Securities Board:** The three member board administers the Securities Act of 1957 to regulate all securities sold publicly in Texas. It also examines and licenses all dealers and salesmen of securities.

**Burial Association Rate Board:** The Insurance Commissioner and six appointed members meet to set the maximum and minimum rates that a burial association might charge.

**Industrial Accident Board:** The appointed members of the Board must include one each of the following: an attorney, an employer, and an employee. The Board keeps records on accidents and the amount of compensation paid; it administers the Workmen's Compensation Act and determines the amount of benefits under the Act; it also reviews compromise compensation agreements.

**Texas Industrial Commission:** The nine members must be appointed from different geographical areas of Texas. The Commission attempts to attract new industry to Texas and assists the Governor in solving labor-management disputes.

## Public Utility Commission

Three commissioners who regulate the rates, operation and services of the various public utilities in Texas.

## Department of Labor and Standards

The Commissioner of Labor Statistics is appointed for a two year term. Originally, the Bureau was to only collect statistical data relating to labor conditions in Texas. It



now has such duties as enforcing the wrestling and boxing laws, inspecting steam boilers, and hearing disputes between employer and employee.

**Good Neighbor Commission:** Nine appointed members conduct research and put into effect methods of promoting better inter-American relations. The Commission has now been given the responsibility of problems of migrant laborers.

**Department of Community Affairs:** The department assists local governments cope with their problems. It consists of six divisions which include:

1. Community Services Division encompasses the activities of the Model Cities Program, which directs state resources to the cities of Texas.
2. Comprehensive Planning Assistance Division administers funds provided by the Department of Housing and Urban Development for Texas.
3. Special Programs Division includes the Office of Early Childhood Development, a Public Employment Program, a Public Services Careers Program, and a State Program for Drug Abuse.
4. Housing Division develops housing programs for the state and provides housing related technical assistance to local governments and regional councils.
5. Texas Office of Economic Opportunity attempts to alleviate poverty and poverty conditions in the state. It is the official representative in all matters which concern the operation of the Economic Opportunity Act.
6. Office of Traffic Safety is to prevent accidents and to reduce life and property losses due to traffic accidents.

## IV. Transportation

### Department of Highways and Public Transportation

The three members of the Texas Highway Commission appoint a State Highway Engineer. The Department directs the construction and maintenance of all State and Federal highways. It also registers all motor vehicles and motor boats; investigates and reports boating accidents to the Coast Guard; issues certificates of title; and distributes travel information.

**Texas Motor Vehicle Commission:** Commission composed of six persons to insure a sound system of distributing and selling new vehicles by establishing rules, licensing and regulating the manufacturers, distributors, and franchised dealers of new motor vehicles.

**Board of County and District Road Indebtedness:** The three ex-officio members are the Comptroller, the Treasurer, and the State Highway Engineer. The Board distributes the one cent of the state gasoline tax which is pledged to the retirement of road bonds to the various counties.

**Civil Air Patrol Commission:** Commission of nine members to improve and promote the voluntary deployment of air-oriented search and rescue operations by the Texas Civil Air Patrol.

**Texas Turnpike Authority:** The Highway Commissioners and six appointed members serve on the Authority which constructs and operates "superior highways on which tolls are charged." After the indebtedness is retired, the turnpikes will become part of the free highway system.



**Texas Aeronautics Commission:** Six appointed members encourage aeronautical endeavors in Texas; acquire land for airports; grant loans to towns for airports; and conduct flight schools; regulate intrastate air carriers.

## V. Agriculture

### Department of Agriculture

The organization and functions of the Department of Agriculture are described under Commissioner of Agriculture in 1. Elected Officials. Listed are boards which relate to Agriculture.

**State Seed and Plant Board:** Six members from various state colleges and universities enforce the Texas Field Seed Certification Law. The Board licenses seed firms so as to provide a source of purebred field seed.

**Pink Bollworm Commission:** A five member Commission determines which areas require pink bollworm control.

**Compensation Claim Board:** A three member Board that determines the compensation for losses incurred by those who comply with the Pink Bollworm Act.

**Egg Marketing Advisory Board:** The Agriculture Commissioner and ten appointed members regulate the handling and sale of chicken eggs in Texas.

**Dairy Advisory Board:** Three members to advise the Commissioner of Agriculture to determine types of dairy apparatus to be used for testing butterfat content and component parts of milk.

**Poultry Improvement Board:** The Board is composed of nine members from various poultry associations. It encourages improvements of poultry flocks by improved breeding and production and control of disease.

**Natural Fibers and Food Protein Committee:** Composed of the Presidents of University of Texas at Austin, Texas A&M, Texas Tech and Texas Woman's University. The Board contracts with state institutions for research in marketing, fiber, and textile uses; cottonseed research; cotton finishing and consumer utilization.

**Texas Animal Health Commission:** The six appointed members attempt to prevent and control animal diseases.

**State Entomologist:** The Entomologist at the Main Agricultural Experiment Station serves as State Entomologist. He prohibits the importation of any honeybees which might be capable of transmitting infectious diseases.

## VI. Conservation

### State Soil and Water Conservation Board

Five appointed members from each of the five state conservation districts have the responsibility of administering the state soil and water conservation laws and assisting in the establishment of new districts.



## Texas Natural Resources Conservation Commission

Three appointed members have the function of protecting the public's interest and private rights in water development and use.

## Texas Water Development Board

Six members have the duty to prepare, develop, formulate, and adopt a comprehensive plan for the development of the state's water resources. It also is concerned with reclamation, federal projects, and pollution.

**Texas Water Well Drillers Board:** The nine member board regulates water well drillers to help prevent pollution of underground water.

**Director of the Texas Forest Service:** The director is appointed by the Board of Directors of Texas A&M. He conducts programs on forest fire control, research in use of forest products, forest growth, management.

**Texas Water Quality Board (7 members):** Created to regulate water pollution, set standards and issue permits for waste discharges and protect public health and enjoyment of water resources.

**Texas Council on Marine Related Affairs:** Twelve members to assist in the comprehensive assessment and planning of marine related affairs in the state. It aids the state in making use of federal funds, facilities, and programs relating to marine affairs.

## VII. Parks and Recreation

### Parks and Wildlife Commission

The nine member commission has the responsibility for wildlife restoration; fisheries, sand, shell and gravel sales; enforcement of game laws, park services; and information and education.

The custody and control of the San Jacinto Battleground and Fannin State Park have been transferred to the Commission.

**Texas State Historical Survey Committee:** 18 appointed members coordinate the interest in the preservation of the State historical heritage.

**San Jacinto Historical Advisory Board:** The five appointed members advise the Parks and Wildlife Commission on the proper development of the Battleground.

**Texas Tourist Development Board:** Nine members appointed to promote tourism in Texas by means of radio, television, newspaper and national publications throughout the United States and foreign countries.

**American Revolution Bicentennial Commission of Texas:** A temporary commission of seven citizens, the Secretary of State, and the Attorney General to coordinate Texas' participation in the celebration of the American Revolution Bicentennial.

**Texas Conservation Foundation:** A charitable and non-profit corporation to encourage private gifts for the benefit of a state system of parks, refuges, scientific and recreational areas.



## VIII. Health

### Department of Health Resources

The nine members of the State Board of Health Resources select the Commissioner of Health.

The Department guards the health of the State through programs of health education; testing of serums and vaccines; enforcing Pure Food and Drug Laws; inspecting meat, poultry, and dairy products offered for public sale; assists local health units; conducts dental health programs; TB prevention; and inspects bedding manufacturing. The Department also keeps a state-wide system of vital statistics for the registration of deaths and births.

**Hospital Licensing Advisory Council:** The nine appointed members advise the State Board of Health with respect to the licensing of hospitals in Texas.

**Texas Air Control Board:** The nine appointed members seek to maintain purity of air resources of the State. It investigates and holds hearings on possible sources of air pollution, sets air standards and grants variances.

**Research Advisory Panel-Narcotics and Dangerous Drugs:** Panel composed of seven persons which approve or disapprove research projects in the fields of narcotic and dangerous drugs for which legal immunity is requested for the researcher and his project.

**Health Facilities Commission:** Three members responsible for insuring that health care services and facilities are made available to all citizens and areas of the State.

### Texas Department of Mental Health & Mental Retardation

A Board of nine appointed members appoints the Executive Director. The Department has broad responsibilities for providing state services in the areas of mental health and mental retardation. It has jurisdiction over seventeen institutions. Among the institutions are: Austin State Hospital and Annex; Kerrville State Hospital; Rusk State Hospital; San Antonio State Hospital; Terrell State Hospital; Wichita Falls State Hospital; Abilene State School; Austin State School; Denton State School; Lufkin State School; Mexia State School; Travis State School; East Texas Tuberculosis Hospital; Harlingen and McKnight State Tuberculosis Hospitals; Adult Mental Health Clinics in Dallas, Fort Worth, Harlingen, and San Antonio; and the Houston State Psychiatric Institute.

**Texas Commission on Alcoholism:** The six appointed members plan a program of education, prevention, research, and rehabilitation in the field of alcoholism.

**Galveston State Psychopathic Hospital:** Under the supervision of the Board of Regents of The University of Texas, it was established to treat early, acute cases of mental disorders.

## IX. Correctional Institutions

### Texas Youth Council

The three appointed members are charged with the responsibility of administering the State's correctional institutions for delinquent children. It is concerned with the care,



treatment, and rehabilitation of delinquents.

The institutions under the supervision of the Council are: the Gatesville School for Boys, Mountain View School for Boys, Gainesville School for Girls, and the Crockett School for Girls. It also supervises the Waco State Home and the Corsicana State Home for dependent and neglected children.

## Department of Corrections

The nine appointed members of the Board employ the Director of Corrections who administers the policies of the Board. It supervises the prison system of the Huntsville Unit and the eleven prison farms.

**Board of Pardon and Paroles:** The three appointed members serve as an advisory board for the Governor in the exercise of executive clemency. It also administers the parole system for Texas.

## X. Education

### Texas Education Agency

The State Board of Education is composed of fifteen members who are elected from districts of the State. The Board selects the State Commissioner of Education.

The Education Agency has the general supervision over the public schools of Texas. It invests the Permanent School Fund; receives reports for school districts; advises on school plant, transportation, and lunch programs; purchases and distributes textbooks; responsible for teacher certification, school accreditation and curriculum development. It also has responsibilities in Special Education.

**Commission for Rehabilitation:** A six member commission which has the principal authority to coordinate all rehabilitation services for the handicapped and disabled persons.

**Governor's Commission on Physical Fitness:** A fifteen member commission to collect, assemble, and disseminate information to the public in the need for and benefits of physical fitness.

**State Textbooks Committee:** Fifteen members on the Committee recommend all textbooks for adoption by the public schools of Texas.

### Coordinating Board Texas College and University System

Eighteen members are appointed to serve as the highest authority in matters of higher education. Under its jurisdiction are fifty-three institutions. It approves new departments and new degree programs in all of the institutions. It develops space utilization procedures, establishes formulas for making appropriations and administers the Texas Opportunity Plan.

The 11 Boards of Regents which supervise the institutions of higher learning are listed with the number of members and the individual schools under their jurisdiction.

#### Board of Regents of The University of Texas (9 members)

- Main University at Austin
- Medical Branch at Galveston
- Southwestern Medical School at Dallas



Dental Branch at Houston  
M. D. Anderson Hospital and Tumor Institute at Houston  
Postgraduate School of Medicine at Houston  
Graduate School of Biomedical Sciences at Houston  
South Texas Medical School at San Antonio  
University of Texas at Arlington  
University of Texas at El Paso  
University of Texas at Pan American-Edinburg  
University of Texas at Dallas  
University of Texas of the Permian Basin  
Dental School at San Antonio  
Medical School at Houston  
Nursing School at El Paso  
Nursing School in Bexar County

**Board of Regents of Texas A&M University (9 members)**

Texas A&M University  
The Extension Service  
Agricultural Experiment Station System  
Engineering Extension Service  
Engineering Experiment Station  
Rodent and Predatory Animal Control Service  
Transportation Institute  
Maritime Academy  
Forest Service  
Tarleton State College  
Prairie View A&M  
West Texas A&M  
Texas A&M Commerce

**Board of Regents of the University of Houston (9 members)**

University of Houston in Houston  
University of Houston at Clear Lake City

**Board of Regents of University of North Texas (9 members)**

**Board of Regents of Texas Woman's University (9 members)**

**Board of Regents, State Senior Colleges (9 members)**

Sam Houston State University at Huntsville  
Texas State University at San Marcos  
Sul Ross State University at Alpine  
Angelo State University at San Angelo

**Board of Regents of Texas Eastern University (9 members)**

**Board of Regents of Lamar State College of Technology at Beaumont (9 members)**

**Board of Regents at Midwestern State University at Wichita Falls (9 members)**

**Board of Regents of Stephen F. Austin University (9 members)**

**Board of Directors of The University of South Texas (9 members)**

**Board of Directors of Texas Southern University in Houston (9 members)**

**Board of Directors of Texas State Technical Institute (9 members)**



Branches are Waco, Harlingen, and Amarillo.

**Board of Directors of Texas Tech University (9 members)**

**Anatomical Board of the State of Texas:** The Board is composed of a professor of anatomy and a professor of surgery from each of the medical and dental schools in Texas. The Board distributes unclaimed dead human bodies to the various medical schools.

**Firemen's Training School Advisory Board:** The Board is composed of three members appointed by the Directors of A&M and four appointed by the State Firemen's Association. The Board's duties are advisory on y in planning the annual firemen's school at A&M.

## XI. Welfare

### Department of Human Resources

The Department of Human Resources is administered by the three appointed members of the Board of Public Welfare.

The Department administers the public welfare programs which include: old age assistance; aid to the blind and permanently disabled; medical aid to old age recipients; aid to dependent children; and child welfare services.

**Governor's Committee on Aging:** The Committee is composed of nine appointed members. It develops and strengthens the services available for the aged.

**Commission on Services to Children and Youth:** Commission of twenty-eight members to coordinate the services of state agencies and programs as they relate to the well-being of children and youth in Texas.

### Texas Workforce Commission

The three appointed members are selected from labor, management, and general public. The Commission collects contributions from employers, pays benefits to the unemployed, and operates a system of ninety-six free public employment offices.

**Merit System Council:** Three appointed members recruit, test, and certify employees for various State agencies.

**State Commission for the Blind:** A Commission of six members supervises the rehabilitation program for the blind.

**State Commission for the Deaf:** Composed of six members to render all services to the deaf except those responsibilities delegated to the welfare, educational, and other agencies of the State.

**Veterans Commission:** A five member commission that informs veterans of the services and facilities which are available to them and assists them in preparing claims and receiving benefits under the Federal and State.

**Commission for Indian Affairs:** Three appointed members have the responsibility for the development of the human and economic resources of the Alabama-Coushatta Indian Reservation.



## Retirement Systems

**Board of Trustees of Employees Retirement System of Texas:** Six members on the Board administer the Judicial Retirement System and the Texas Employers Retirement System. Three of the members are elected by the employees participating in the system and one by each of the Governor, Chief Justice of the Supreme Court, and the Speaker of the House.

**Board of Trustees of Texas Municipal Retirement System:** Six members are appointed to administer the retirement program of the small and medium-sized municipalities.

**Board of Trustees of Teacher Retirement System of Texas:** Seven members serve with one being appointed by the State Board of Education, three appointed by the Governor, and three members by the teachers who are covered by the System. The Board administers the statewide retirement system for persons employed in the public schools and state supported colleges.

**Firemen's Pension Commissioner:** The Commissioner is appointed by the Governor and administers the statewide Fireman's Relief and Retirement System.

## XII. Lottery Commission

## XIII. Examining Board

There are many examining boards in Texas. Most members are appointed by the Governor with concurrence by the Senate. Listed below are these boards with the size of the board and function indicated.

**Board of Architectural Examiners** - Six members examine and license architects.

**Commission on the Arts and Humanities** - 18 members to promote the development of an appreciation for the fine arts and humanities.

**Board of Barber Examiners** - Three members examine and license barbers. It issues health certificates of barbers, inspects barber shops, and licenses barber schools.

**Board of Examiners In the Basic Sciences** - Six members examine and prescribe the minimum educational standards for persons who practice the healing arts. Exempted are those persons who are examined by some other board.

**Board of Chiropractic Examiners** - 9 members issue licenses to practice chiropractic.

**Board of Dental Examiners** - Six members license individuals to practice dentistry and dental hygiene.

**Board of Private Investigators And Security Agencies** - Seven members examine and license.

**Texas Private Employment Agency Regulatory Board** - Nine members license private employment agencies.

**Commission on Fire Protection Personnel Standards and Education** - Nine members which certify the fire protection training programs and instructions of such programs. It also conducts research in fire prevention.

**Board of Hairdressers and Cosmetologist** - Three members regulate the occupa-



tions of hairdressing, cosmetology, and the teaching of these professions.

**Board of Examiners in the Fitting and Dispensing of Hearing Aids** - Nine Members which regulate the standards for fitting hearing aids.

**Examiners of Land Surveyors** - Three members license land surveyors.

**Texas Board of Landscape Architects** - 3 members license landscape architects.

**Board of Law Examiners** - Five members appointed by the Supreme Court pass upon the eligibility of candidates to practice law in Texas.

**Board of Library Examiners** - Five members with the State Librarian and Librarian of The University of Texas pass on the qualifications of persons desiring to become county librarians.

**Board of Medical Examiners** - Twelve members license physicians to practice medicine in Texas.

**Board of Morticians** - Six members issue licenses for embalmers and funeral directors. It also registers funeral establishments.

**Board of Nurse Examiners** - Six members register nurses.

**Board of Tuberculosis Nurse Examiners** - Three members conduct examinations for tuberculosis nurses.

**Board of Vocational Nurse Examiner** - Nine members, examine and license the vocational nurses and accredit vocational nursing training schools.

**Board of Licensure for Nursing Home Administrators** - Nine members which enforce the standards for licensing of nursing home administrators.

**Board of Examiners of Optometry** - Six members regulate the practice of optometry

**Board of Pharmacy** - Six members register pharmacists in Texas.

**Board of Physical Therapy Examiners** - Nine members to examine and license physical therapists.

**Board of Podiatry Examiners** - Six members examine and license podiatrists

**Board of Plumbing Examiners** - Six members examine and license master plumbers, journey-man plumbers, and plumbing inspectors.

**Polygraph Examiners Board** - Six members regulate and license polygraph operators.

**Texas State Board of Examiners of Psychologists** - Certify and license all psychologists.

**Board of Registration of Professional Engineers** - Six members pass upon the qualifications of professional engineers.

**Board of Public Accountancy** - 9 members issue permits to persons qualified to practice public accounting.

**Texas Board of Examiners in Social Psychotherapy** - Six members to license social psychotherapists.

**Law Enforcement Officers Standards and Education Commission** - Six members to certify peace officers



# Legislative Documents of Texas Legislature

## Bills

All laws enacted by the Legislature must originate in the form of a bill. Section 30 of Article III of the Texas Constitution states:

“No Law shall be passed, except by bill, and no bill shall be amended in its passage through either House as to change its original purpose.”

### Parts of a Bill

1. Number and Author
2. The Caption
3. The Preamble
4. The Enacting Clause
5. The Body of the Bill
6. The Emergency Clause
7. The Repealer Clause
8. The Effective Date
9. The Savings Clause
10. The Severability Clause

### 1. The Number and Author

Any member of the Legislature may introduce or author a bill. It must have his signature on the first page. There is no limit on the number of co-signers that a bill might have.

The Bill is filed with the Chief Clerk where it is assigned a number.

### 2. The Caption

The Caption is that portion of a bill placed at the very beginning which serves the purpose of expressing the subject of the bill. It should be a general statement of the subject of the act so that proper notice as to the subject, nature, and contents of the bill are given to legislators and interested parties.

Bills passed by the Legislature have been held unconstitutional when the Caption did not sufficiently cover the general matter of the bill. Article III, Section 35 of the Texas Constitution requires:

“No bill, shall contain more than one subject, which shall be expressed in its title. But if any subject shall be embraced in an act, which shall not be expressed in the title, such act shall be void

This does not mean that all the provisions or details of the bill must be placed in the Caption. It must be drafted broad enough so that amendments can be offered which might change a detail of the bill without changing the stated purpose of the bill.



### 3. The Preamble

The Preamble is not necessary and is seldom used in a bill, but it is common in resolutions.

It is an introductory clause placed after the Caption and before the Enacting Clause. It states the motive, design, reason, explanation which would not properly appear in the Body of the Bill. Strictly speaking, the Preamble is not a part of the Bill but may be referred to if an ambiguity arises from the Body of the Bill.

### 4. The Enacting Clause

The Enacting Clause is required by Section 29, Article III of the Texas Constitution. It states:

“The enacting clause of all laws shall be: ‘Be it enacted by the Legislature of the State of Texas.’ “

A Supreme Court decision in 1876 held that no other similar wording could be used the enacting clause must read exactly as stated in the Constitution.

### 5. The Body of the Bill

The Body of the Bill should be divided into sections of convenient length. It details the wording which would appear in the laws of the state.

Since each Bill can contain only one subject as stated in the Caption, amendments may be offered to make changes in details but no amendment may be offered which would change the expressed purpose of the Bill. Any such amendment is subject to a Point of Order that: “The amendment is not germane to the bill.”

### 6. The Emergency Clause

The Emergency Clause is authorized by Section 39, Article III, of the Texas Constitution. Unless a Bill has an Emergency Clause and is passed by a two-thirds, record vote, it does not take effect until ninety days after the Legislature adjourns.

The standard Emergency Clause serves also to suspend the Constitutional rule which requires bills to be read on three different days in each house. Suspension of this rule requires a four-fifth's vote.

All bills will have an Emergency Clause whether it is used or not. A typical Emergency Clause is:

“The importance of this legislation and the crowded condition of the calendar in both Houses create an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each house be suspended, and this Rule is hereby suspended, and this Act take effect and be in force from and after its passage, and it is so enacted.”

### 7. The Repeater Clause

If a bill is intended to replace or supersede other existing statutes, a Repeater Clause is used to void these statutes.

Specific Repeater lists the official citations of the statutes to be repealed.

General Repeater states that “all laws in conflict herewith are hereby repealed.”



## **8. The Effective Date**

1. The Texas Constitution provides that all bills become effective ninety days after the Legislature adjourns.
2. With an Emergency Clause and a two-thirds record vote, a bill can become effective immediately on the signature of the Governor.
3. An Effective Date Clause can be included in the bill to provide for the date that a bill becomes law.

## **9. The Savings Clause**

The Savings Clause is used to except or “save” certain existing conditions or situations from the provisions of a new law. Examples are pending litigation or pending cases in the courts.

The “Grandfather Clause” is a special type of Savings Clause. With it persons who are actively engaged in a profession when a law takes effect can be exempt from new professional standards. For example: a barber who had been cutting hair for twenty years would not have to go back to Barber School if a new law were passed requiring an increased number of hours in Barber School before a license is issued.

## **10. The Severability Clause**

A Severability Clause is a special Savings Clause. It is usually stated “if any portion of this Act is declared unconstitutional, it is the intention of the Legislature that the other portions shall remain in full force and effect.”

# **Resolutions**

A resolution is a form of expression, of temporary effect, by which a legislative body, or one of its branches states its opinion or will with respect to a given matter or thing. There are three types of resolutions used in the Texas Legislature. They are: Simple Resolutions, Concurrent Resolutions, and Joint Resolutions. Each resolution will be classified as either “House” or “Senate” depending on the house in which it originated.

## **Simple Resolution**

A Simple Resolution is acted on only by the branch of the Legislature in which it originates. It can express the will or sentiment of that branch on such matters as: memorials, Interim Study Committees, adopting and amending the rules of that branch, congratulations, expression of views on an issue, or authorizes an investigation by that branch.

## **Joint Resolutions**

The chief purpose of a Joint Resolution is to propose an amendment to the Constitution for submission to a vote of the voters of the state. A Joint Resolution must be adopted by a two-thirds vote of both houses.



## Concurrent Resolutions

A Concurrent Resolution authorizes action within Legislative control where such authorization need not be embodied in a law. It can be introduced in either house and must be favorably adopted by both houses.

Examples: granting permission to sue the State; adopting, amending, or suspending the Joint Rules; correcting errors in bills which have been passed by both houses; recalling a bill for reconsideration after passage and before final approval by the Governor; calling a Joint Session; adjourning sine die, or adjourning beyond the constitutional limit of three days.

## Resolving Clause

Instead of an Enacting Clause used in a bill, a resolution uses a Resolving Clause. Examples of Resolving Clauses:

### Joint Resolution

Be it resolved by the Legislature of the State of Texas

### Concurrent Resolution

Be it resolved by the House of Representatives of the State of Texas, the Senate concurring

### Simple Resolution

Be it resolved by the House of Representatives of the State of Texas

Be it resolved by the Senate of the State of Texas

## Amendments

An amendment is used to add, change, or delete parts of a bill. It must be drafted in such a manner that the intent of the amendment and the section being amended are clear. Many amendments are eliminated on a Point of Order because they are “vague and indefinite.”

The proposed amendment must be in writing and signed by the Author.

### Amendments to add new material

Amend House Bill 242, Section 1, line 26 of the First Printing by adding after the word “Regents” the following words “of East Texas State University.”

**or**

Amend House Bill 242, Section 1 of the Original Bill by adding after the word “Regents” the following words “of East Texas State University.”

### Amendments to Delete Material

Amend House Bill 242, Section 2, beginning on line 32 of the First Printing the following words: “and no member of the said board may be appointed from or be a resident of the county in which the University is located.”



**Amendments to Change Material**

Amend House Bill 242, Section 2, line 30 of the First Printing by deleting the words “two (2)” and substituting in lieu thereof the words “one (1).”

**Procedure for the Debate of an Amendment**

1. The Author of the Amendment is recognized to explain the amendment. He may be questioned while he has the floor.
2. The Author of the Bill being amended may accept the amendment. Or he may speak against the adoption of the amendment.
3. The Author of the Amendment is allowed to close on the amendment before the vote is taken.
4. Each pending amendment must be voted on before the next amendment can be considered.

**Elected State Officials**

**Governor**

Rick Perry

**Lieutenant Governor**

David Dewhurst

**Attorney General**

Greg Abbott

**Land Commissioner**

Jerry Patterson

**Comptroller**

Susan Combs

**Agriculture Commissioner**

Todd Staples

**Railroad Commission**

Elizabeth Ames Jones, Chairman

Michael L. Williams, Commissioner

**VICTOR CARRILLO, COMMISSIONER2**

**Supreme Court of Texas**

Wallace B. Jefferson, Chief Justice

Nathan L. Hecht, Justice

Harriet O’Neill, Justice

Dale Wainwright, Justice

Scott A. Brister, Justice

David M. Medina, Justice

Paul W. Green, Justice

Phillip W. Johnson, Justice

Don R. Willett, Justice

**Court of Criminal Appeals**

Sharon Keller, Presiding Judge

Lawrence E. Myers, Judge

Tom Price, Judge

Paul Womack, Judge

Cheryl Johnson, Judge

Mike Keasler, Judge

Barbara P. Hervey, Judge

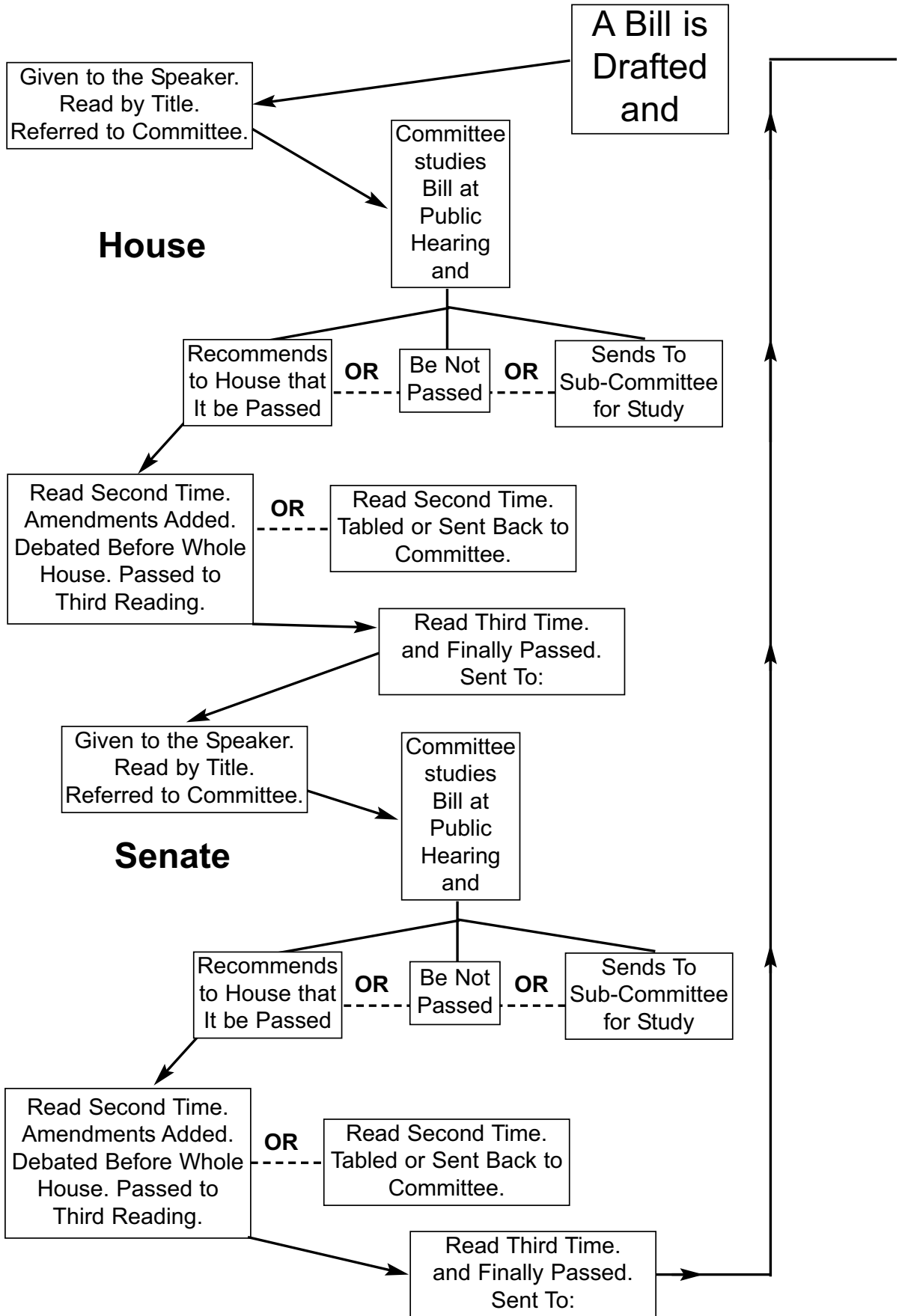
Charles R. Holcomb, Judge

Cathy Cochran, Judge



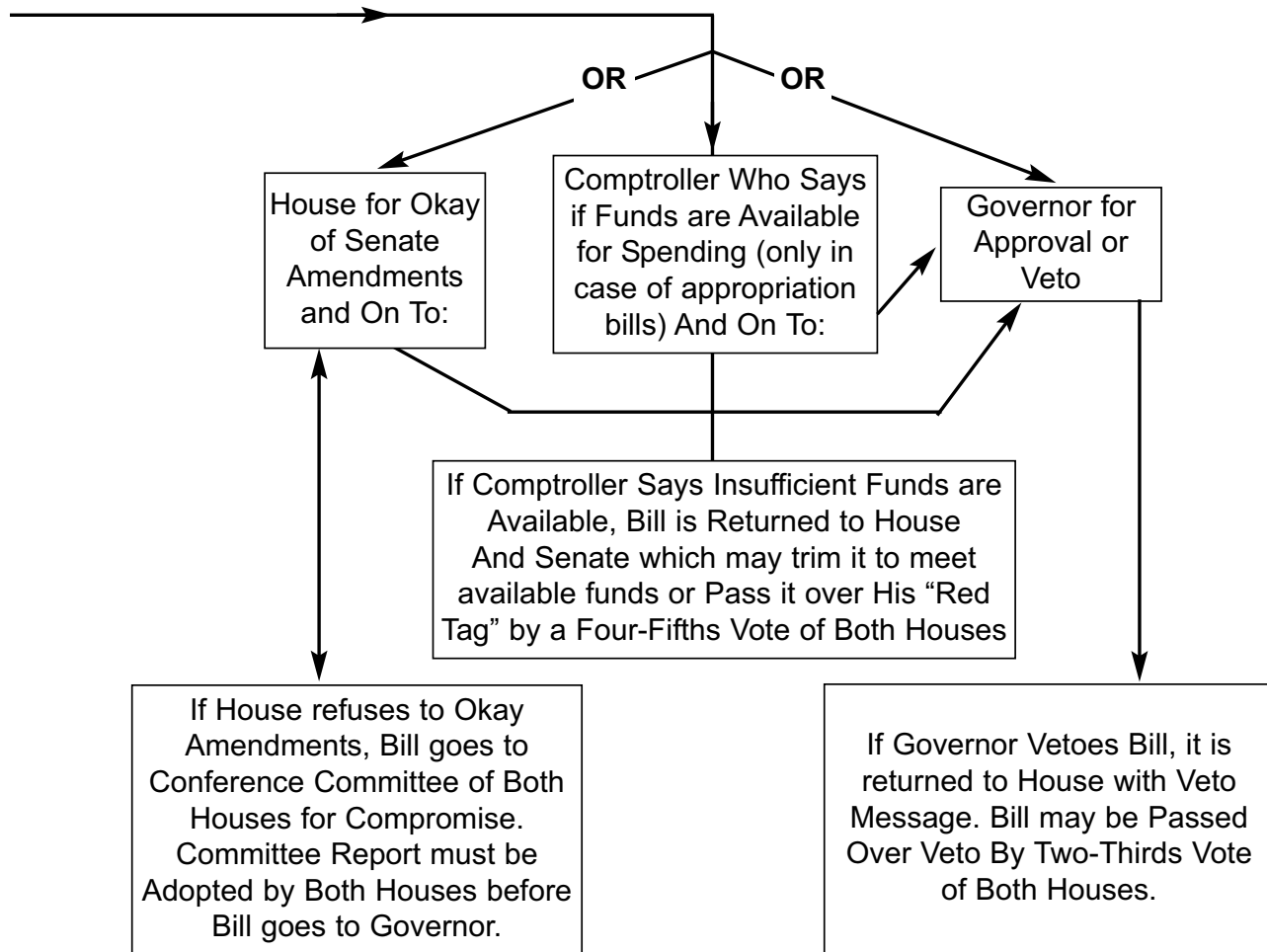


# How a Bill





# Becomes a Law

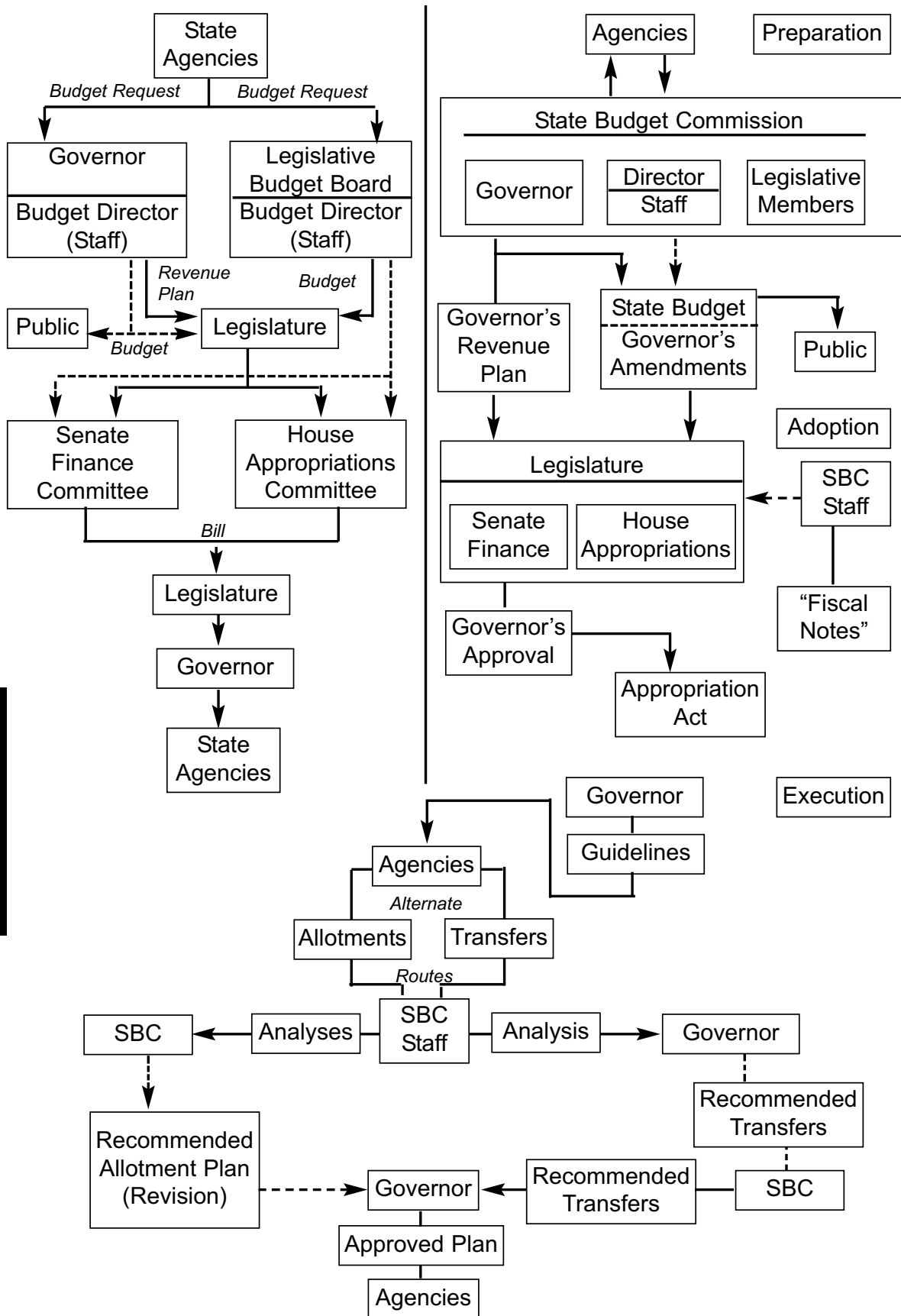


The process of enacting legislation is a complicated undertaking from the time a bill is drafted until it is finally passed and sent to the Governor. Several courses are open to the legislative sponsor of a bill in having it prepared for introduction. The member of the legislature, whether in the House of Representatives or the Senate, may draft the bill himself. However, the vast majority of the bills introduced are drafted by professional staff members of the several legislative service agencies of state government—the Texas Legislative Council and the Legislative Budget Board, for example. Other bills are written in the offices of attorneys who have been retained for this purpose by organizations or individuals with a particular interest in the legislation, such as organizations of teachers, or firemen, and of city officials, of retail merchants, of the petroleum industry, and of road contractors.

The diagram represents a bill originating in the House of Representatives. With the exception of measures to raise revenue, which must originate in the House, bills may be introduced in either the House or the Senate. Steps in the process of a bill through either house are essentially the same. Measures passed by one house must proceed to the other for final passage before going to the Governor for his approval or veto.



# STATE BUDGETS: PREPARATION/APPROVAL AND EXECUTION





## Texas County Government

Texas is divided into 254 counties. Each county is a separate and distinct unit of local government and also serves as an administrative district of the state for the assessment and collection of taxes and the holding of statewide elections. The functions of counties are to preserve the peace; administer justice; maintain jails or workhouses; record deeds, wills, mortgages, marriage licenses, and other documents; assess property for taxation; collect taxes and expend county funds; issue licenses such as those for hunting, fishing, and marriage; maintain schools; build and repair roads, bridges, drains, and other such public works; administer elections; care for the poor; and protect the health of the inhabitants of the community.

In recent years many counties have undertaken new functions, especially as populations have increased. These newer functions include such things as establishing parks, hospitals, and airports; providing forest-fire and other fire protection; and engaging in various other activities in relation to agriculture, conservation, the distribution of electricity, water and sewage systems, housing, and zoning.

Government of the counties is essentially the same. The principal administrative officer is the County Judge, who presides over the Commissioners Court, which is the governing body. A county is divided into four commissioners' precincts, each of which elects a Commissioner. Other major county officers are the Sheriff, Tax Assessor-Collector, County Clerk, Treasurer, Health Officer, Auditor, School Superintendent, County Attorney, County Surveyor and County School Trustees. Precinct officers are the Justice of the Peace and Constable, and the district officers are District Judge, District Clerk, and District Attorney.

Smaller counties do not have a complete set of these officials. For instance, in counties of less than 8,000 population the County Clerk also serves as District Clerk. The Sheriff has served as Tax Assessor-Collector in counties of less than 10,000, but a constitutional amendment in 1954 permitted these counties to elect an Assessor-Collector if the taxpayers voted to do so.

### Commissioners Court

The Commissioners Court, composed of the County Judge and four Commissioners, generally administers county affairs, and can be called the governing board of the county. Regular meetings are held on the second Monday of each month, but the court may meet at the call of the County Judge or any three Commissioners.

Duties and responsibilities of the Commissioners Court are many and varied. It supervises elections, appoints election judges, pays election expenses and canvasses election returns; establishes a courthouse and jail; appoints a County Health Officer and a number of minor officials; builds and repairs county roads; determines the county tax rate within legal limits; adopts a budget; serves as a board of tax equalization; administers the county welfare service; provides for county or city-county hospitals; directs the payment of accounts against the county; and divides the county into justice of the peace precincts. Furthermore, the Commissioners may establish libraries, parks and other public works authorized by law.



## **County Judge**

As presiding officer of the Commissioners Court, the County Judge votes only in case of a tie. The office is responsible for preparing the county budget and presenting it to the Commissioners Court for approval.

The office is Judge of the County Court and has numerous duties with regard to elections, among them the posting of election notices, distributing supplies to the voting precincts, receiving and tabulating the returns, and transmitting them to the Secretary of State. The County Judge may perform marriage ceremonies.

## **County Attorney**

The County Attorney is the county's lawyer. The office serves as legal advisor to county and precinct officers, represents the state in criminal cases in county and justice courts, and represents the county in civil cases such as suits for the collection of taxes, condemnation of land, etc. If a county has a resident Criminal District Attorney, it may not also have a County Attorney.

## **County Clerk**

The County Clerk acts as Clerk of the Commissioners Court and keeps minutes of its meetings; and acts as Clerk of the County Court. The Clerk is the recorder and custodian of all legal documents and instruments on record at the courthouse, such as deeds, Mortgages, leases, marriage licenses, birth certificates, etc. The Clerk issues marriage licenses and certain occupational and business licenses as may be required by the county. In counties of less than 8,000 he also acts as Clerk of the District Court.

## **Sheriff**

The Sheriff is the county's chief law enforcement officer and is responsible for keeping the peace and the protection of life and property. The office also acts as executive officer of the County and District Courts, serving their warrants, writs, processes, subpoenas and the like. The Sheriff has charge of the county jail and is responsible for the care and custody of the prisoners.

## **Tax Assessor-Collector**

The major duty of the Tax Assessor-Collector is to assess and collect the general property tax, both for state and county purposes. The office also registers motor vehicles, issues certificates of title, issues liquor licenses for the county and beer and wine licenses for the State and County. The office handles the voter registration and furnishes lists of all qualified voters to election officials.

## **County Treasurer**

The County Treasurer's function is to receive and pay out all county funds under the direction of the Commissioners Court. Moreover, the office examines the books of other county officials who handle funds and makes quarterly reports to the Commissioners Court on the condition of the treasury.



## **County Auditor**

Counties with a population of 35,000 or more, or tax values of at least \$15,000,000, are required to have an Auditor. Other counties also may have one if the Commissioners Court so orders. County Auditors are appointed by the District Judge or judges having jurisdiction in the county. The appointment is made every two years.

The County Auditor has general supervision over the financial books and records of the county and countersigns all warrants drawn on the county treasury. The Auditor examines all claims against the county, inspects the treasurer's reports and advertises for bids on county supplies. The office prepares an estimate of revenue and expenses for the Commissioners Court in their preparation of county budget.

## **County Health Officer**

Each county, through its Commissioners Court, must appoint a County Health Officer every two years. The Officer is a doctor who often carries on individual county duties as a part-time responsibility.

Medical care is given to prisoners in the county jail and other county institutions and carries out certain requirements of the State Health Department in regard to quarantine, vital statistics, disease prevention, sanitation and the reporting of epidemics. The office may be assigned additional duties by the Commissioners Court.

## **County Surveyor**

Although the Constitution provides for the election of a County Surveyor in each county, the importance of the office has declined with the disappearance of open land. The duties still pertain to the surveying of public land, but in a number of counties the office is now vacant. The office surveys county roads and property lines on property belonging to the county; cooperates with Federal Government in determining boundaries and title of property belonging to Federal Government. The office also prepares maps of the county or any subdivision thereof.

## **District Clerk**

The office of District Clerk is provided for by the Constitution. The clerk is elected by the qualified voters of the county. In the event of a vacancy a clerk is appointed by the District Judge to serve until the next election. Each county has a District Clerk; however in counties with a population of less than 8,000 the same person serves as County Clerk and District Clerk.

Generally the duty of the District Clerk is to serve in an administrative capacity for the District Courts. This means that the District Clerk does the paper work for the Courts. When a new suit is filed the clerk issues the process to notify a person they are being sued; when a case is tried he issues the process to bring witnesses into court to testify; and when judgment is entered issues the necessary writs for the collection of the judgment. The District Clerk is the Custodian of all District Court records.

The District Clerk is the officer charged with the responsibility of having juries available when they are needed to try cases.



## **Justices of the Peace**

The office of the Justice of the Peace is established in the Constitution, which requires that the Commissioners Court divide the county into not less than four nor more than eight justice precincts. A justice of the peace is elected for each precinct. Precincts containing a city of more than 8,000 population are authorized to have two Justices of the Peace.

The Justice of the Peace presides over the Justice Court, which has jurisdiction in misdemeanor criminal cases where the maximum fine is \$200 with no jail sentence, and in civil cases involving less than \$ 1,000. He also performs marriage ceremonies serves as coroner, files criminal complaints and issues warrants for arrests.

## **Constable**

A Constable is elected for each justice precinct. The Constable serves processes, attends sessions of the Justice Court and performs the duties of a peace officer.





## Texas Municipal Government

Since more than 75 per cent of the people of Texas now live in cities and towns, the forms, methods and problem of city government are of great importance to a majority of our citizens.

Municipal government comes closer to the everyday life of the city dweller than any other. It picks up his garbage; furnishes his water and sometimes his electricity, sweeps, patches and paves his streets; sends firetrucks if his house catches fire and a police car if there is a prowler in the neighborhood at night. Townspeople, therefore, live in daily personal contact with their city government and the services it provides.

When Texas joined the Union in 1846, there were only 53 incorporated towns. Then, for many years thereafter, the cities owed their existence to the Legislature and were under its close control. The Legislature gave a city permission to incorporate and approved its charter. Therefore the Legislature, in theory at least, had the power to create or abolish any or all cities.

There are three basic forms of city government in Texas. They are the Mayor-Council, the Commission or Commission-Manager and the Council-Manager forms. The Mayor-Council form is further divided into the "Strong Mayor" and the "Weak Mayor."

### Weak Mayor Form

In the Weak Mayor form, the Mayor makes few appointments most of the department heads and municipal board. Members are either named by the Council or elected by the people. The Mayor may have the veto power on Council action, but may be overriden by the governing body. Usually the Mayor is charged with the responsibility of seeing that the work of the city government functions efficiently and the laws (ordinances) of the city are properly enforced, but the authority to carry out these responsibilities is limited. The Mayor is called upon to act as the official representative of the city.

The most common characteristics of the Weak Mayor form are:

At large Council, elected by wards, or at-large.

An elected Mayor, with limited authority.

Elected administrative heads, including the City Attorney, Treasurer and others.

Elected administrative boards.

For many years almost all Texas cities were using the Weak Mayor form of government, but in recent times many have either adopted certain features of the Strong Mayor plan, or other plans.



## Strong Mayor Plan

Under the Strong Mayor plan the Council determines policy and passes ordinances. The administration of the city is usually a representative of the Mayor.

Chief characteristics of the Strong Mayor form are:

The Council elected at large, or by wards, or a combination of both.

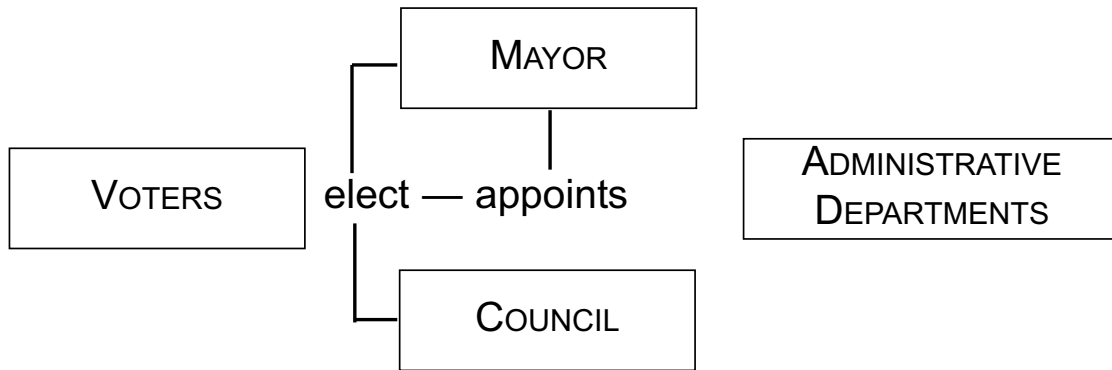
A Mayor elected at large.

The Mayor has the power to appoint and remove most department heads.

The Mayor is responsible for preparation of the budget for Council approval.

The Mayor has the veto power.

### Mayor-Council Type



*NOTE: The people in many cities also elect other officers, such as members of the Board of Education and Judges of the municipal courts.*

### General Law City Mayor

The Mayor of a general law city or town is authorized to:

Preside at all Council meetings and cast a deciding vote in all matters except elections.

Summon meetings of the City Council and communicate information and recommend measures to the Council.

Veto ordinances and resolutions adopted by the Council

Inspect the conduct of all subordinate officers and cause all violations of duty to be punished.

Act as chief budget officer and prepare a budget for Council consideration.

Serve as ex officio recorder or judge of the corporation court, unless the Council authorized the appointment or election of another.



## Aldermen Plan

Besides the Mayor, the city government is usually composed of two Aldermen elected from each ward or political subdivision. If the city is not divided into wards, the Council may consist of a Mayor and five or more Aldermen elected at large. The term of office is usually two years. In addition, the statutes provide for other officers and agents, and it may confer the duties of one or more offices upon other officers of the city.

The Aldermen shall have power to:

Levy and collect occupation taxes.

(The tax must not exceed one-half the State tax.)

Exercise exclusive control over the streets, alleys, and other public places.

Prescribe fines imposed by the Mayor for violation of ordinances.

Fill any vacancy that may occur as they deem necessary.

Appoint such officers as is necessary to carry out any duties prescribed.

Prescribe bonds which the Marshal and other officers shall give.

Appoint another Marshal to the place of the one elected if he does not put up a bond in five days after election.

## The Commission Form

Galveston is sometimes credited with originating the Commission form of city government in 1901 after the great hurricane. It would be more correct to say that Galveston advertised this form of government because it was not too different from the "Galveston Plan."

One is not likely to find any two cities using Commission government where all of the details are alike. A city may make changes and modifications to meet its particular desires and local situations. But regardless of this lack of similarity in detail, the Commission cities have much in common. The number of elected Commissioners varies from three to nine, five being the more common number, their terms of office range from two to six years, and their salaries vary greatly. Collectively this group constitutes the City Commission, but individually they may serve as heads of the city's various departments. Thus, in a Commission-governed city the Commissioners may serve in a dual capacity. As a group they compose the city's legislative body, formulating municipal policy, while individually they serve as administrative heads of the several departments.

It is common practice to permit the Commission to assign its members to head city departments. In a few instances these assignments are made by the Mayor, while in a number of other cases the voters elect Commissioners to head specific departments. There is a trend in the direction of the latter method today.

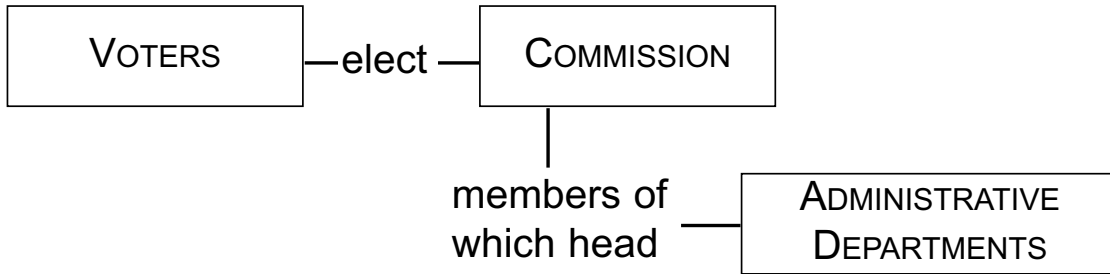
Unless one Commissioner is excused from a departmental directorship to serve as Mayor, the number of city administrative departments will correspond to the number of Commissioners. Ordinarily the Mayor is elected to a specific position. Some charters provide that the candidate receiving the highest number of votes will be Mayor, in other cities the Commissioners choose one of their own number to preside at



Commissioners' meetings and to serve as Mayor. In Commission government the position of the Mayor is not a powerful office. Often the Mayor has no vote and usually is not able to make more appointments than do the other Commissioners. As titular head of the body, the Mayor may be more influential than the other members, but the administrative and legislative powers are shared with them. The salary, however, may be slightly higher than what is paid the members.

The governing body provided by the general laws is usually known as the Board of and is composed of a Mayor and two Commissioners, elected by the voters. These three are the only elective officers. The Board appoints a Clerk, who acts as treasurer, assessor, and collector. The Board is authorized to appoint a City-Attorney, Police Officers, and such other officers as may be deemed necessary. The Board may discharge any officer, clerk, or employee which it appoints.

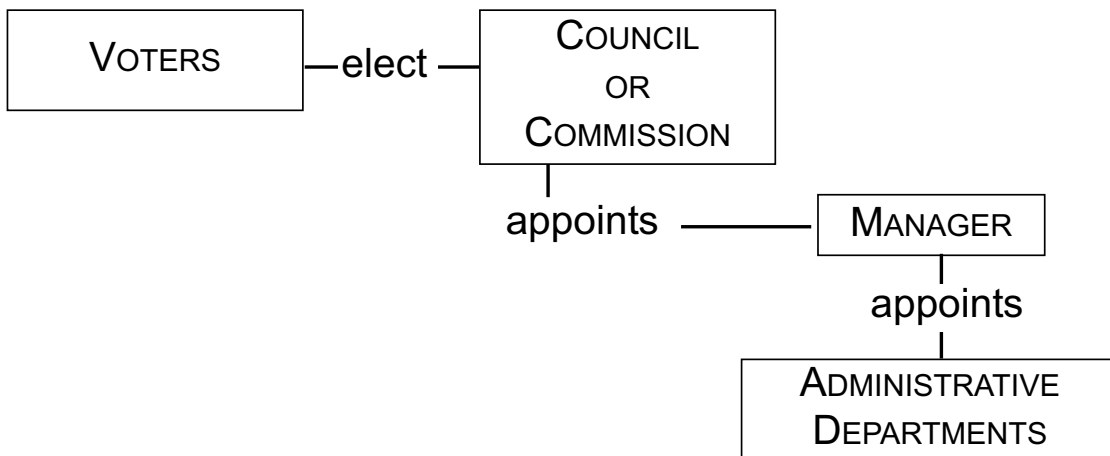
### Commission Form



### The Manager Form

The Council -Manager form is the newest development and has become one of the most popular. Staunton, Virginia, was the first city to adopt it in 1908. As of May 1, 1964, there were 1,976 cities and counties operating under the Manager form of government in the U.S., according to the International City Managers Association.

### City Manager Form





The outstanding characteristics of Council-Manager government are:

- A small Council, usually elected at large.
- The Council exercises all legislative and policy-making responsibility.
- A professionally trained City Manager is employed by the Council and is subject to dismissal by the Council at all times.
- The Manager is responsible for the preparation of the budget and the presentation of it to the Council.
- The Manager is responsible for the city's administration, having the power of appointment and removal of department heads, subject to Civil Service Rules.

In Manager government there is a clear differentiation between the policy-making function of government and the administrative function. The voters elect the Council which in turn formulates policy and controls administration. The Manager owes the position to the Council and is alone charged with administering the city's affairs.

Council-Manager plan makes possible the centralization of administrative authority in the hands of a single individual. The Manager is a single executive chosen to run the city government; given power to appoint department heads and through them to appoint all other city employees. The Manager is charged not only with the responsibility of preparing the budget for the Council's approval, but also with its enforcement after enactment. The Manager coordinates all the city's various activities. It is to this office the Council looks for information and expert advice regarding the management of the city's affairs. The Manager attends Council meetings and may make such recommendations as deemed desirable. Therefore, the Manager is not entirely shut off from assisting policy determination, but is in a position to exercise considerable influence on the Council.

By and large, the City Manager maintains much the same relationship to the Council that the president of a university does to the board of regents, or as the manager of a business does to the board of directors of the corporation. In each instance there is a single administrator, who is chosen and controlled by the board to manage the affairs of the institution or the business according to the general policies established by the board.

Under the Manager plan the office of Mayor is generally retained. The Mayor presides over Council meetings, serves as the city's ceremonial head, and in time of emergency may be charged with the duty of preserving order. In some cases the Mayor is chosen by the Council from among its own number; in others is directly elected by the voters. The Mayor's compensation may be higher than those of fellow Councilmen, and some charters, give additional powers.

Ordinarily in the Council-Manager form the Council, or as it is sometimes called, the Commission, is small, consisting of five, six or seven members.

Amarillo was the first Texas city to adopt the council-manager form in was followed quickly by Terrell, Taylor and Denton.

In 1943 the Legislature authorized general law cities having a population 5,000 to adopt the Council-Manager plan by a vote of the inhabitants. By January, 1954, eight small cities in this category had adopted the plan: Carrizo Springs, Clarksville, Dalhart, Fort Stockton, Jasper, Perryton, Pittsburg and Santa Anna. All told, 56 general law cities and 125 home rule cities now operate with a City Manager (year 1964).

Since 1913 only four Texas cities - Denton, Houston, Gainesville and Waco - have abandoned the Council-Manager form and two of them, Gainesville and Waco have, readopted it.



## **Other Officers Found in Both Home Rule and General Law Cities**

### **Treasurer**

The Commission form of government the Statutes provide that the Board of Commissioners shall appoint a competent person to be Clerk, who shall also be Treasurer. The Treasurer receives and securely keeps all money belonging to the city, and all payments upon order of the Mayor attested by the Secretary. The Council has no right to impose the powers, duties or rights conferred upon the Treasurer by Statute. The Treasurer must make reports to the Council or Aldermen.

The general law requires the Treasurer to give a bond in favor of the city in the amount the Council prescribes.

### **Tax Assessor-Collector**

The Statute provides for an election of an Assessor and Collector of Taxes in cities operated under the general law. The Assessor and Collector is a public officer and the Legislature may impose such duties relating to the assessing and collecting of taxes as it may see fit.

Tax Collector must pay the Treasurer every week the amount of taxes collected the week. The Collector is made the lawful custodian of money collected pending weekly settlements, and is responsible for their safekeeping while in the Collector's hands; may deposit the funds in a bank pending settlement.

The Tax Assessor-Collector has to give bond in a form and amount the Council may prescribe.

### **City Attorney**

The municipal corporation has the implied power to employ and contract with attorneys to prosecute or defend its rights with respect to its property. The corporation may select and employ any attorney to represent it before the courts, regardless of duties assigned to the City Attorney, or it may employ other attorneys to assist the City Attorney in a case.

### **Police Department**

The City Marshal may act as the Chief of Police and is appointed under the Commission form of government, but may be elected in some cities. The City Council may appoint such a police force as is deemed necessary.

The Chief of Police has the same powers as the Sheriff in the prevention of crimes and arrest of offenders.

A city has the implied power to provide suitable means for protection of policemen in the discharge of their official duties.

### **Fire Department**

The Statutes give the City Council comprehensive powers to provide for fire departments.



## **Health Officers**

Under the general law the city may appoint a health officer and as many health inspectors as deemed necessary, and prescribe by ordinance the powers, duties and compensation for the same. Another statute provides that the City Council shall select a qualified person for the office of City Health Officer.

## **Special Districts**

A special district is a unit of local government created to service a defined geographic area and to carry out one or more specific functions. Whereas Counties and cities are general purpose political subdivisions, because they perform numerous general governmental and proprietary functions, special districts are all purpose political subdivisions with limited functions. Special districts include districts that address statewide concerns on a local level; e.g., School Districts, Junior or Community College Districts, Water Districts; and Soil and Water Conservation Districts. They also include districts which reflect local concerns; e.g. Urban or Rural Districts, Road Districts, Hospital Districts, and Housing Authorities and Health Districts.

Every resident of Texas lives within the jurisdiction of at least one special district and may live within several overlapping special districts. Presently, there are approximately 3000 special districts in Texas. Different special districts are created by one of three basic legal methods; consequently, even districts of the same type may exhibit functional and administrative variations. Such districts are too numerous and too complex to discuss in depth here.





SECTION  
VI  
  
APPENDIX





# General Parliamentary Procedure

## PARLIAMENTARY TERMS

**Addressing the chair:** Mr. Chairman, Madam Chairman, Mr. President, Mr. Moderator.

**Announcing the Vote:** Affirmative votes announced first, negative, second, regardless of outcome of motion.

**Appeal:** Challenge to a ruling of the chair.

**Ballots:** Slips of paper for voting.

**Carried:** Same as passed or adopted when referring to outcome of a motion.

**Caucus:** Private session in advance of a scheduled meeting.

**Chair, Chairman:** The presiding member. To chair-to preside over.

**Chairman pro tem:** For the time being. He is also addressed as Mr. Chairman.

**Commit:** Refer to a committee.

**Convene:** Open a session.

**Cum die:** With day (set for next meeting).

**Dilatory:** Slow down.

**Ex Officio:** From office, by right of office.

**Expunge:** Remove from records.

**Germane:** Closely related.

**Holding the Floor:** Recognized by Chair and thus entitled to speak.

**Immediately Pending Question:** The question next to be acted on, the last proposed.

**In Order:** Correct according to parliamentary procedure.

**Majority:** More than half of those voting.

**Minutes:** Written record of business transacted.

**Motion:** A proposal to do something.

**Move:** To propose—"I move . . ."

**Nominate:** To propose a name for office.

**Obtaining the Floor:** Securing permission to speak.

**Old Business:** Unfinished business of last meeting.

**Orders of the Day:** The agenda for a meeting.

**Outrank:** Take precedence over.

**Parliamentarian:** Parliamentary Adviser to presiding officer.

**Pending Question:** An undisposed motion.

**Plurality:** Not a majority but more votes than any other single candidate received.

**Point of Information:** Request for information concerning a motion.

**Point of Order:** Challenge to error in procedure.

**Precedence:** Rank, coming first or ahead of.

**Previous Question:** Immediate vote requested without further discussion.

**Proxy:** A person authorized to vote for another.

**Quorum:** Number of members required to be present to conduct business.

**Recognize:** Nodding to or calling name of member by chairman.

**Resolution:** Motion beginning with "Resolved."

**Restricted Debate:** Argument limited strictly to motion immediately pending.



**Second:** To indicate support of a motion by saying, "I second the motion."

**Seriatim:** Considering a motion part by part, section by section, etc.

**Sine Die:** Without day (to meet again).

**Slate:** List of candidates.

**Viva Voce:** By voice (vote).

**Yield:** Give way to (another motion or speaker).

## Fundamental Principles of Parliamentary Procedure

1. Rules exist to promote cooperation and harmony.
2. The vote of the majority decides.
3. All members have equal rights, privileges and obligations.
4. The minority has rights which must be protected.
5. Full and free discussion of all propositions is a right.
6. Simplest and most direct procedure should be used.
7. Logical precedence governs introduction and disposition of motions.
8. One question at a time is the necessary order of business.
9. Members have a right to know what their votes mean.
10. The membership may delegate power but must retain responsibility.
11. Rules must be administered impartially.

## Basis Pattern for Good Meetings

If the bylaws do not contain an order of business, parliamentary law has established the following pattern for a meeting:

1. Call to order.
2. Reading or disposition of minutes of the previous meeting.
3. Reports of officers, boards and standing committees.
4. Reports of special committees.
5. Unfinished business.
6. New business.
7. Announcements.
8. Adjournment.

If there is an invocation or roll call, this usually follows the call to order.

## Steps in Handling a Motion

1. A member rises and addresses the presiding officer.
2. The presiding officer recognizes the member.
3. The member states his motion.
4. Another member seconds the motion.
5. Presiding officer states the motion to the assembly.
6. Members may discuss the motion, if debatable.
7. Presiding officer takes the vote.
8. Presiding officer announces the result.



## Types of Motions

**Main Motions:** These proposals bring before the meeting a particular subject for consideration. There are two types: general and specific.

1. *General Main Motion:* Brings new business before the group.
2. *Specific Main Motion:* Brings a subject before group that relates to business already before the group, or past or future action regarding it, as:
  - a. *Reconsider* (reopens motion already acted upon).
  - b. *Rescind* (voids motion previously passed).
  - c. *Resume consideration* (take from the table).
  - d. *Create orders* (of future business).
    - (1) *General:* Designated day.
    - (2) *Special:* Designated day and hour.

**Subsidiary Motions:** These proposals are made to facilitate proper disposal of the question before the group.

1. *Postpone temporarily* (lay on the table).
2. *Vote immediately* (previous question).
3. *Limit debate* (curtail or extend).
4. *Postpone definitely* (delays consideration until a certain hour or date).
5. *Refer to Committee* (gives motion more detail attention or permits it to be handled in privacy).
6. *Amend* (delete, strike out, insert, add, substitute). Purpose: to refine the motion. Must be germane to motion under consideration.
7. *Postpone indefinitely* (kills the motion under consideration).

**Privileged Motions:** Not related to pending question but of such importance they may be brought before the group without delay.

1. *Adjourn* (terminates the meeting).
2. *Recess* (a motion to interrupt a meeting for minutes, hours, or days).
3. *Question of Privilege* (a motion relating to the comfort or rights of individual members, or to comfort or rights of whole assembly).

**Incidental Motions** (Motions that arise out of some question on the floor.

1. *Appeal* (challenges a rule of the chair).
2. *Point of Order* (challenges error in procedure or lack of decorum in debate).
3. *Parliamentary Inquiry* (a motion asking for information).
4. *Withdraw a Motion* (permits member to remove his motion from consideration).
5. *Suspend Rules* (makes a parliamentary or special rule temporarily inoperative).
6. *Object to Consideration* (suppresses business that is irrelevant, undesirable, or that might prove damaging to an organization).
7. *Division of a Question* (separation of a proposal into two or more parts).
8. *Division of Assembly* (call for rising [stand up] vote when a member doubts the accuracy of a voice vote).

## Precedence of Motions

The notions named “privileged” or “subsidiary” above have precedence or rank which determines when they may be brought before the group. The chair will allow only one question to be considered at a time. This question will be the one of highest rank, the last one received, and that one becomes the “immediately pending ques-



tion.” The other motions are “pending questions,” and each take its turn according to its rank.

The main motion is the most important but last in precedence. The other motions on the floor must be disposed of first in order that the main motion can be disposed of in a manner that will accurately reflect the will of the group. Rank or precedence, then, operates to facilitate an orderly and smooth handling of business.

The following list classifies motions according to precedence and gives the principal rules that govern them.

Other of precedence	Can interrupt speaker?	Requires a second? <sup>4</sup>	Debatable?	Amendable?	Vote Required?
<b>Privileged Motions</b>					
1. Adjourn	no	yes	no	no	majority
2. Recess	no	yes	no	yes <sup>1</sup>	majority
3. Question of privilege	yes	no	no	no	no vote
<b>Subsidiary Motions</b>					
4. Postpone Temporarily (lay on table)	no	yes	no	no	majority
5. Vote Immediately (Previous question) <sup>3</sup>	no	yes	no	no	two-thirds
6. Limit Debate	no	yes	no	yes <sup>1</sup>	two thirds
7. Postpone Definitely	no	yes	yes <sup>1</sup>	yes <sup>1</sup>	majority
8. Refer to committee	no	yes	yes <sup>1</sup>	yes <sup>1</sup>	majority
9. Amend	no	yes	yes	yes	majority
10. Postpone Indefinitely	no	yes	yes	no	majority
<b>Main Motions</b>					
11. a. General Main Motion	no	yes	yes	yes	majority
b. Specific Main Motion					
Reconsider	yes	yes	yes	no	majority
Rescind	no	yes	yes	no	majority
Resume Considerations	no	yes	no	no	majority
Create Orders	yes	yes	yes	yes <sup>1</sup>	majority
<b>Incidental Motions<sup>2</sup></b>					
Appeal	yes	yes	yes	no	tie or majority
Point of Order	yes	no	no	no	no vote
Parliamentary Inquiry	yes	no	no	no	no vote
Withdraw a Motion	no	no	no	no	no vote
Suspend Rules	no	yes	no	no	two-thirds
Object to Consideration	yes	no	no	no	2/3 negative
Division of a Question	no	no	no	no	no vote
Division of Assembly	yes	no	no	no	no vote

<sup>1</sup> Restricted.

<sup>2</sup> No order of precedence among themselves. Each motion decided immediately.

<sup>3</sup> In Legislature, motion is debatable and requires only majority.



<sup>4</sup> In Legislature, only Previous Question requires seconds.

## Transaction of Business

### *Introduction of Motion*

1. Introduction of business
  - a. May be introduced by the chairman who asks that a motion be made.
  - b. May be introduced by a committee.
  - c. May be introduced by any individual member.
2. Recognition.
  - a. Member must be recognized for a bona fide action.
  - b. When more than one asks for the floor, the chair decides.

### *Right to the Floor*

1. When recognized, one may speak as long as lie wishes, except the appeal.
  - a. On rulings by the chair, unless appealed.
  - b. On motions which are not debatable.
  - c. On business that has been voted to receive limited debate.
2. When a speaker is interrupted, and the interrupting matter disposed with, the speaker may take the floor again, unless declared out of order by the chair.

### *The Second and the Statement*

1. Seconding the Motion.
  - a. All motions must be seconded, except:
    - (1) Objection to consideration of a question.
    - (2) Leave to withdraw a motion.
    - (3) Point of order.
    - (4) Division of a question.
    - (5) Parliamentary inquiry.
    - (6) Questions of Privilege.
    - (7) Division of Assembly.
  - b. One need not rise and be recognized by the chair.
  - c. The chairman may second the motion.
2. Stating the motion
  - a. Before discussion the chair states the motion.
  - b. If a long motion, the secretary should read the motion.

### *Discussion*

1. All discussion must confine itself to the immediately pending motion.
2. Limitation may be imposed to limit discussion.
3. Undebatable motions.
  - a. All privileged and incidental motions, except the appeal.
  - b. To close nominations.
  - c. To limit debate.
  - d. To obtain an immediate vote



- e. To lay on the table.
- f. To take from the table.

### *Amendments*

1. Informal alteration.
  - a. Before the motion has been stated by the chair or before discussion begins, the member may alter, may incorporate new ideas, or withdraw the motion.
  - b. After discussion begins, he may change or withdraw if one objects.
2. Forms of Amendments.
  - a. Adding or inserting words, phrases, sentences or paragraphs.
  - b. Striking out words, phrases, sentences or paragraphs.
  - c. Striking out words, phrases, and inserting in their place other words, phrases, sentences or paragraphs.
  - d. Amendments may consist of substituting an entirely different set of phrases.
    - (1) The substituted paragraph may express quite a different purpose.
    - (2) The substituted paragraph may express the exact opposite.
    - (3) It must be related to the original motion.
  - e. Before the amendment may be discussed, the entire amended motion must be stated.
3. Discussion of a Motion.
  - a. A main motion may be divided if each part can stand alone.
  - b. The motion to divide is made, seconded, and voted upon and passed, then the amended half is dealt with.
4. Amendment of an Amendment.
  - a. An amendment to an amendment cannot be amended.
    - (1) After an amendment to be the amendment has been made, voted upon and passed, then the amended amendment may be amended.
5. Relation of Amendment to Motion.
  - a. Discussion of an amendment must relate to the amendment only, unless the whole motion is involved by substitution.
  - b. If a motion is defeated after all adopted amendments have been accepted, all amendments are thereby defeated.
6. Unamendable Motions.
  - a. To adjourn.
  - b. To amend an amendment.
  - c. To ask a question of privilege.
  - d. To close nominations.
  - e. To obtain an immediate vote.
  - f. To lay on the table.
  - g. To postpone indefinitely.
  - h. To reconsider.
  - i. To rescind.



- j. To take from the table.
- k. All incidental motions.

#### *Putting the Question and the Vote*

1. Putting the question.
  - a. Chair calls for a vote.
2. Majority vote.
  - a. Unless special rules apply, a majority decides.
  - b. Majority means a majority of those voting.
3. Two-thirds vote (special rule applies).
  - a. To object to the consideration of a question (1/3 negative).
  - b. To obtain an immediate vote.
  - c. To suspend rules.
  - d. To limit debate.
  - e. To close nominations.
4. Method of Voting.
  - a. Unless otherwise provided, call for “ayes” and “nays.”
  - b. The chairman may vote in all ties except upon appeals from his ruling.

#### *Quorum*

1. A majority of members of an organization, usually constitutes.
2. An organization may define its own quorum.
3. If the organization has no defined enrolled membership, the persons present constitute a quorum.

#### *Adjournment*

1. Simple motion of adjournment may be made by a member, may be made during the consideration of other business but not while someone is speaking, and if untimely chairman may suggest it be withdrawn.
2. Cannot interrupt voting.
3. Not debatable.
4. Cannot be amended.
5. When made and seconded, comes to an immediate vote, except for announcements.
6. If the motion is killed it may be made again only after the expiration of some business.
7. Motion is out of order if meeting has previously fixed the time for adjournment.
8. Out of order when meeting is arranging for the time and place of next meeting.

## **Motions for Special Purposes**

*General:* For most purposes the process of moving, seconding, discussing, amending, and voting one proposal (main motion) after the other is all that is needed to conduct the business of a meeting. However, many other motions may interrupt the normal flow of business. These motions differ from main motions in that they are proposed for the purpose of taking a particular action on a main motion. Unlike main motions that introduce a subject to a group, these “special” or “secondary” motions are proposed for a special reason, for a particular purpose. If a member of a group has something in mind he would like to do, he may proceed as shown below:

**The Purpose—The Motion**

1. To present an Idea.  
Main Motion—"I move we hold a banquet."  
Informal Discussion—"I move we discuss the problem of fund raising informally.
2. To Enforce Correct Procedure.  
Point of Order—"I rise to a point of order" or "Point of order" (correct a mistake).  
Parliamentary Inquiry—"I rise to a parliamentary inquiry" or "Clarification" (ask a question)  
Division—"I call for division" (vote by rising).  
Appeal—"I appeal from the decision of the chair" (let assembly decide).
3. To Change a Motion.  
Amend—"I move to amend by adding the the words 'next month'" or "by striking out..." or "by substituting..." (words, phrases, or motion).  
Division—"I ask that the question be divided into two motions, the first to read
4. To Regulate or Stop Debate.  
Limit Debate—"I move to limit (or extend debate by limiting each speaker to two minutes" or "limiting debate to two speakers on each side" or "limiting discussion to one hour."  
Vote Immediately—"I move to vote immediately on the motion" (previous question).  
Postpone Temporarily—"I move to postpone the motion temporarily." (Lay on table).  
Postpone Definitely—"I move to postpone the motion until next meeting."
5. To Delegate Work.  
Refer to Committee—"I move to refer the matter to a committee of three."
6. To Suppress a Motion.  
Object to Consideration—"I object to the consideration of the motion" Chairman says, "How many members wish to discuss it?"  
Withdraw—"I withdraw my motion."  
Postpone Indefinitely—"I move to postpone the motion indefinitely."
7. To End a Meeting.  
Recess—"I move we recess for ten minutes."  
Adjourn—"I move to adjourn."
8. To Meet Emergencies.  
Suspend Rules—"I move to suspend the rules so that we may hear our speaker now."  
Question of Privilege—"I rise to a question of privilege. I'd like the window closed.
9. To Change Action Already Taken.  
Rescind—"I move to rescind (or repeal) the motion to build a new club house."  
Amend—"I move to amend the motion for a new headquarters, passed Jan. 5, by taking out the limitation of \$500."



#### 10. To Consider a Question Again.

Resume Consideration—"I move we resume consideration of the motion to build a library, which was postponed temporarily at the November meeting" (take from table).

Reconsider—"I move to reconsider the vote on the motion to buy a new television" (in order on same day as original vote or on the following day only).

### **Elections**

An organization's by-laws normally set forth the date for elections, the method of nominating candidates, the procedure for voting, the period for holding office, the quorum, and the votes required to elect.

### **Nominations**

1. Nominations.
  - a. By committee.
  - b. By ballot (writing in a name).
  - c. From the floor.
2. Closing nominations.
  - a. By motion and second, and 1/3 vote (but will not prevent write-ins).
  - b. Nominations may be made even after the closing (thus the process of closing is really superfluous).
3. Voting.
  - a. Voice vote (viva voce).
  - b. Show of hands.
  - c. Ballot.
  - d. Rising.
  - e. Unanimous-consent procedure (if there be no objection).

### **Better Meetings**

Parliamentary law is a system of rules designed to facilitate business meetings in an orderly manner. Too, there are common sense suggestions that help the membership make their organizations more effective.

#### *Presiding Officers*

- Know the rules and you will preside with ease and confidence. Follow the rules yourself. Insist that everyone observe parliamentary principles which insure harmony, legality and achievement. Don't emphasize technicalities and forget principles.
- Lead firmly, courteously, impartially. Firmly—you must make certain decisions. "If there is no objection, we will have the report of the Executive board later." Courteously—never forget "please" and "thank you." "I'm sorry, but you're out of order. As soon as the chair states the motion, you may speak on it." Impartially—"We've heard three speakers who favor this motion. Let's hear from someone who opposes it."



- Help a member state his motions clearly. restate the motion yourself if it is confusing. If a member says, "I move that all dog owners be required to have muzzles on them whenever they appear in the streets," and after a second is heard the chairman might say, "It has been moved and seconded that all dogs be required to wear muzzles whenever they are allowed to run loose. Does that express your idea, Mr. Thomas?"
- Keep the meeting moving steadily ahead. Hold members to time limits—"Pardon me, Mr. Fuller, your time is up. Mr. Jones, you may have the floor." Keep members on the subject. "The question is shall we publish a magazine. Please speak only on this point. " State motions and take votes promptly. "If there is no further discussion, those in favor say aye."
- Don't allow "railroading." Member: "I nominate Mr. Everett and move that nominations be closed." Chairman: "Your motion to close nominations is out of order until others have had an opportunity to nominate. Are there further nominations?"
- Create a warm and friendly atmosphere which promotes discussion. Encourage the shy member. "Several other members have studied this problem. What do you think of this plan?" Discourage the member who talks too much-too often. "Just a moment, Mr. White, I'd like to recognize someone who hasn't spoken."
- Don't permit personalities in discussion. Confine speakers to issues only. "Mr. Blake, your last remark is out of order. You may talk against this revision all you wish but you cannot reflect on the motives of the committee."

### Members

- Understand parliamentary rules and know your rights. Then you take part with confidence and no one can push you around. Parliamentary procedure follows common sense rules and principles of law applied to meetings. It is easy to understand and use. It works magic in meetings.
- Think and work constructively. If you can build up or tear down your organization. If the programs are poor, don't walk away muttering-make some good suggestions to the program committee. If they're not accepted, try to get on the committee yourself next year and build programs with appeal to the members.
- Phrase your motions carefully. Think them through. Poorly stated motions cause confusion, require amendments and waste everybody's time. Test your motion. Is it: *a.* Clear and definite? Not like this—"I move we do not favor the refusal of the Council not to allow the park to be used for concerts, which are not free." *b.* Workable? Not like this—"I move we cut down noise by prohibiting barking of dogs." *c.* Complete? Not like this—"I move we greatly enlarge our membership." Add how and by how many.
- Encourage your fellow members. Showing appreciation costs you nothing but it makes you and the other fellow feel good all over. Congratulate the chairman who prepared a good program, the speaker who gave a stimulating talk, the member who drove 30 miles to be at the meeting.
- Participate. It isn't your duty to speak unless you want to. It is your duty to listen, weigh arguments, and vote. Members who listen carefully, consider thoughtfully, and vote, are valuable contributors. A vote can be as eloquent as a speech.



- Support the right of the majority to decide and to carry y out their decisions. Protect the right of the minority to be heard and to oppose. If you follow these principles you will progress steadily and with unity of purpose.
- Offer leadership, even though you hold no office. In every organization there are important leaders without title. Mr. Everett's judgment is always sought. He leads in decision making. Mrs. Harrison is usually the first to speak up when volunteers are called for. She leads the volunteers. Mr. Hughes smooths ruffled feelings and explains misunderstandings. He leads in tact.
- Attend meetings regularly. Meetings are the powerhouse where plans are generated. Every member who attends contributes. If you stay away, come late, or leave early, you have no right to criticize what the other members did.
- Accept and support the decision of the majority. A majority vote, once taken, becomes the legal decision of all. It is your decision, too. Help give it a fair trial. If the vote goes against your beliefs, you will not lose face if you about-face and help. Like this—"Mr. Chairman, I fought against the motion just passed. It won. Now that we've decided to build a new club house, put me down for a hundred dollars to start the fund."

## Committees

*General:* In contrast to the formality of procedure used in business meetings, committee meetings are usually conducted in an informal manner. While committees are not limited as to membership and may number fifty or more, most committees are composed of from four to eight members. When the committee is small (four to eight members) formal parliamentary procedure is abandoned in arriving at a group decision. During these informal discussions, a formal motion, a second, a discussion and a vote are not necessary when the decision can be reached quickly by unanimous consent procedure. However, even in a committee meeting, if a subject is controversial and spirits rise, the chairman may have to resort to formal procedure in order to control and guide the group.

### *Characteristics of a Committee Meeting*

1. Start and finish on time.
2. Speaker not required to stand.
3. Recognition not required in order to speak.
4. Chairman participates as freely as any other member, but adheres to schedule.
5. Discussion neither limited nor suppressed.
6. Matters are discussed without any motion.
7. Formal motion, second, etc., are not usually necessary. Most decisions made by unanimous consent of members.
8. Formal procedure invoked when necessary.

### *Types of Committees*

1. Standing Committees (Constitutional):
  - a. By authority of the Constitution.
  - b. Appointed, elected, or ex officio members.
  - c. Permanent.
    - (1). Report made in order named in Constitution.



2. Special Committees:
  - a. Created for special reason or problem.
  - b. Membership by motion, appointment, election, or ex officio.
  - c. Temporary.
  - d. Those functioning longest report first.

#### *The Committee Report*

1. Form (oral or written).
2. Content (statement of meetings, summary of facts only of investigation).
3. How presented (usually by chairman when committee is called).
4. Disposition of (“received” or “received and filed with Secretary”—Chairman making it clear that recommendations be taken by assembly only on separate formal motion, one at a time).

#### *Committee Chairmen*

1. Call the meeting to order.
2. Start discussion with a few comments on the nature of the committee’s problem.
3. Keep on the track. Avoid small talk. Follow the agenda.
4. Do not talk too much; draw out the quiet members.
5. Help members enjoy working on the committee by getting things done. They avoid committees that waste their time.
6. Save everybody’s time by bringing the tools for the committee’s work. These will help: a. A copy for each member of the list of committee members, with addresses and phones. b. A written statement of committee's job, its duties and powers. c. Instructions from president or organization. d. Reports of previous committees or any material which will be useful. e. Rules or policies of the organization which apply to committee’s job.
7. Encourage but don’t boss. Committees are created because a group decision is wanted. Don’t try to decide everything yourself.
8. Be informal. In committees, no seconds are required, speakers are not limited, the chairman can make motions and talk, too.
9. Divide the work. Appoint sub-committees if needed. Give everybody a job.
10. Let members share in preparing the report. Vote on it at a meeting of the committee, not on the telephone.
11. Take a vote on each committee recommendation. Submit them separately from the report.
12. Share credit with your committee. If the committee has done a good job why not ask the members to sit on the platform while report is read or introduce each one.

### **References and Source material Used**

*Robert’s Rules of Order, Revised*

*Standard Code of Parliamentary Procedure* by A. E. Sturgis.

*Successful Leadership in Groups and Organizations* by J. A. Wagner.

“Helpful Hints for Better Meetings”: Text by A. E. Sturgis, McGraw-Hill Book Company.

“Pan-L-View Slide Rule”; Graphic Calculator Co. , Chicago. Edited by Dr. T. Russell Woolley, Jr. , The University of Texas.



## Rules of the Boys State Legislature

- I. Bill “laid out” by Presiding Officer (Speaker or President)
- II. Caption of Bill read by Reading Clerk
- III. Explanation by Author of Bill
  - A. Explain reason for Bill and effects of Bill
  - B. Time may be shared with any co-authors
  - C. Explanation limited to 5 minutes unless extended by majority vote of House or Senate
- IV. Questions of Authority
  - A. “Mr. Speaker, will the gentleman yield for a question?”
  - B. Rules do not require a member to yield for a question.
  - C. No limit of time for questions.
- V. Amendments for the Bill
  - A. Amendments must be in proper written form
  - B. Must be filed with Parliamentarian
  - C. Author of Amendment will have 2 minutes to explain amendment, Author of Bill will have 2 minutes to oppose the amendment, and the Author of Amendment will have 1 minute to close on the amendment.
  - D. Each amendment will be submitted to a vote of the House.
- VI. Proponents and Opponents to Speak on Passage of Bill
  - A. The name of each person to speak for or against the Bill must be filed in writing with the Parliamentarian.
  - B. The Chair will recognize the members in the order listed.
  - C. The Proponents and Opponents will alternate speaking and will be limited to 2 minutes each with no extension of time.
  - D. The Author of the Bill is not included in this series of speeches.
- VII. Closing (Summation) by Author of Bill
  - A. Author will be allowed 3 minutes to summarize his Bill
- VIII. Voting on Passage of Bill
  - A. Voice Vote
  - B. Standing Vote
    1. Written request by 3 members must be filed before voting starts.
- IX. House and Senate Procedures for Debate
  - A. Senate-ALL explanations, questions, motions, inquiries, points of order are made from the member’s desk after recognition of President Pro-Tem.
  - B. House of Representatives
    1. Front Microphone in House
      - a. Explaining a Bill or Amendment
      - b. Speaking for or against a Bill
    2. Back Microphone in House
      - a. Asking Questions
    3. Either Microphone in House
      - a. Making motions
      - b. Raising Points of Order
      - c. Parliamentary Inquiries



## STAR-SPANGLED BANNER

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

On the shore, dimly seen through the mists of the deep,  
Where the foe's haughty host in dread silence reposes,  
What is that which the breeze, o're the towering steep,  
As it fitfully blows, half conceals, half discloses?  
Not it catches the gleam of the morning's first beam,  
In full glory reflected now shines in the stream;  
'Tis the star-spangled banner—O long may it wave  
O're the land of the free and the home of the brave!

And where is that band, who so valiantly swore,  
That the havoc of war and the battle's confusion,  
A home and a country should leave us no more?  
There blood has wash'd out their foul footsteps' pollution;  
No refuge could save the hireling or slave  
From the terror of flight or the gloom of the grave,  
And the star-spangled banner in triumph doth wave  
O're the land of the free and the home of the brave.

O, thus be it ever when freemen shall stand  
Between their lov'd homes and the war's desolation!  
Blest with vict'ry and peace, may the heav'n-rescued land  
Praise the power that hath made and preserved us a nation!  
Then conquer we must, when our cause it is just,  
And this be our motto: "In God is our trust."  
And the star-spangled banner in triumph shall wave  
O're the land of the free and the home of the brave.



## Recreation

### Intramural Touch Football Rules

**Number of Players:** Eleven players shall constitute a team.

**Player's Equipment:** Players are prohibited from wearing all cleated shoes, including rubber cleats, padded suits, any metal or wooden splints, special protective devices such as shoulder pads, helmet, etc. No glasses.

**Length of Game:** A game shall be of one hour's duration (including time-out) and shall be divided into a 20-minute first period, a 5-minute half, and a 20-minute second period.

**Time-Out:** During the last five minutes of each period, no time-outs will be permitted.

**Start of Game:** The game shall start with a scrimmage on the 20-yard line. The winner of the toss shall have choice of goals, offense or defense. The situation is reversed for the start of the second period.

**Yardage and Downs:** When the ball first becomes dead in a zone, the team in possession is allowed four downs in which to move it from that point into the next zone.

**Touching/Tagging:** A touch (tackle) occurs when an opponent touches the ball carrier with both hands at the same time. The ball shall be declared dead at the point where the touch occurred. No part of the toucher's body, except his feet, shall be in contact with the ground throughout the touch or an attempted touch. A charging penalty will be called against a defensive player who unnecessarily pushes or strikes the ball carrier when making a tag.

**Eligible Forward Pass Receivers:** Rule same as Regulation Football-Ends and Backs.

**Substitutions:** May be made at any time providing there is no delay of game, interference with play, or other violation of rules.

**Fumble:** A fumble or free ball shall be dead and belongs to the team that last had possession at the spot where the ball first touched the ground. Exception: A blocked kick that first touches the ground back of the kicking team's goal line or goes out of bounds behind the kicking team's goal line without touching the ground, shall be declared a safety.

**Blocking or Screening:** *Blocking*, as in regulation football, is prohibited. However, offensive players may protect the man with the ball by screening.

*Screening* shall be defined as an offensive player maintaining a position between the defensive player and the man with the ball. The screener must keep his hands inside his elbows when making a screen. No part of the screener's body except his feet, shall be in contact with the ground throughout the screen. Movement of the screener's body in any direction which causes bodily contact shall be considered blocking.

*Charging:* A defensive player must go around an offensive, screener at all times. He may touch the screener with his hands only to maintain his balance in going around the screener. Pushing, pulling, or sliding across a screener is a charging violation.



**Penalties:** Same as NCAA with the following exceptions:

1. **Illegal Screening (Blocking) and Defensive Charging:** Penalty 10 yards. If charging or screening violation occurs behind neutral zone, penalty enforced from previous point of down and the down is replayed. If charging or screening violations occur beyond neutral zone (down field) or after change of possession, penalty is enforced from spot of foul, but the down is not replayed.
2. **Illegal Tag or Touching:** Penalty 10 yards from point of foul. Is defined as diving or hitting the ground during a tag or attempted tag. Note: At time of illegal tag, the official throws a marker (does not blow whistle) and play continues until the ball becomes legally dead. Should the foul occur after the whistle and the ball is dead, the penalty is 10 yards from point of foul.
3. **Unnecessary roughness:** Penalty 15 yards and disqualification if flagrant. Due to shortened length of playing field, penalties may be enforced to the one yard line and then one-half the distance to the goal line.

**Scoring:** Same as NCAA rules with these exceptions:

*Try for Point after Touchdown:* The ball shall be placed upon the 10-yard line. If the ball is run or passed beyond the 5-yard line, one (1) point shall be awarded. If the ball is run or passed beyond the goal line, two (2) points shall be awarded. The 5-yard line shall serve as the goal in respect to penalties. Try for point by kicking is illegal and nullifies the try.

*Field Goals:* Field goals are legal. There is some consideration to eliminate the goal posts, therefore, should this happen, field goals will be eliminated.

*Following a Safety:* The team scored upon shall put the ball in play on its own 20-yard line as fourth down, 20 yards to go for a first down.

*Following a Touchdown and Try for Point:* The ball shall be put in play by the team scored on, on its own 20-yard line as first down, 20 yards to go for a first down.

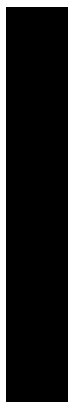
*Tie Games:* In case of tie, the team penetrating the opponent's 20 yard line the greatest number of times shall be the winner. If penetrations are tied, the game shall be decided by placing the ball on the center of the field and allowing each team four (4) plays, with the possession of the ball alternating. A flip of the coin shall decide who has the first offensive down. There shall be no kicking. A touchdown credits the team with 40 yards and ends the down. An intercepted pass is treated as an incomplete pass.

*Penetration:* A penetration shall be scored whenever a team has possession of the ball inside the opponent's 20-yard line. If a score and a penetration are made at the same time, or if a score is made after a penetration, both are counted.



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# NOTES





# NOTES





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# NOTES





# The University of Texas at Austin

Following is the Legend for the *University of Texas at Austin* Campus Map which is located on the preceding two pages. Buildings are identified by a three letter code which is resolved here.

<b>AFP-</b> Athletic Field and Pavillion	<b>GOL-</b> Goldsmith Hall	<b>RLM-</b> Robert Lee Moore Hall
<b>ANB-</b> Arno Nowotny Building	<b>GRE-</b> Gregory Gym	<b>RRN-</b> Russell A. Steindam Hall & ROTC Rifle Range
<b>AND-</b> Andrews Residence Hall	<b>GRG -</b> Geography Building	<b>RSC-</b> Recreational Sports Center
<b>ANG-</b> Anna Hiss Gymnasium	<b>GSB-</b> Graduate School of Business Bldg.	<b>SER-</b> Service Building
<b>ARC-</b> Animal Resources Center	<b>HHD-</b> Moore-Hill Res. Hall (Hill Hall)	<b>SHD-</b> Simkins Residence Hall
<b>ART-</b> Huntington Art Gallery in the Art Building	<b>HMA-</b> Hogg Memorial Auditorium	<b>SRH-</b> Barker Tx. Hist. Ctr./Bass Lecture Hall/Benson Latin American Collection/ Sid Richardson Hall
<b>BAT-</b> Batts Hall	<b>HRC-</b> Huntington Art Gallery in the Harry Ransom Center	<b>SSB-</b> Student Services Building/ Student Health Center/ Health Education
<b>BEL-</b> L. Theo Belmont Hall	<b>HRH-</b> Homer Rainey Hall	<b>SSW-</b> UT Child Care Center/ School of Social Work Bldg.
<b>BEN-</b> Benedict Hall	<b>JES-</b> Beuford H. Jester Center	<b>STD-</b> Darrell K Royal-Texas Memorial Stadium
<b>BHD-</b> Brackenridge Residence Hall	<b>JHH-</b> Freshman Admissions Center/Employment Center (John Hargis Hall)	<b>SUT-</b> Sutton Hall
<b>BIO-</b> Biological Laboratories	<b>JON-</b> Jessie H. Jones Hall	<b>SW7-</b> 2617 Speedway
<b>BLD-</b> Blanton Residence Hall	<b>KIN-</b> Kinsolving Dormitory	<b>SZB-</b> George 1. Sdnchez/College of Education Building
<b>BOT-</b> Biological Greenhouse	<b>LBJ-</b> Lyndon B. Johnson Auditorium, School of Public Affairs, Library & Museum	<b>TAY-</b> T.U. Taylor Hall
<b>BTL-</b> Battle Hall	<b>LCH-</b> Littlefield Carriage House	<b>TCC-</b> Joe C. Thompson Conf. Ctr.
<b>BUR-</b> Burdine Hall	<b>LFH-</b> Littlefield Home	<b>TMM-</b> Texas Memorial Museum
<b>BWY-</b> 2616 Wichita (Internat'l Ofc.)	<b>LTD-</b> Littlefield Residence Hall	<b>TNH-</b> Charles 1. Francis Auditorium/ Townes Hall
<b>CAL-</b> Calhoun Hall	<b>LTH-</b> Laboratory Theatre Building	<b>TSC-</b> Lee and Joe Jamail Texas Swim. Center
<b>CBA-</b> College of Business Administration	<b>MAI-</b> Main Building and Tower/ Administrative Services/ Visitor Services	<b>TTC-</b> Penick-Allison Tennis Center
<b>CDL-</b> Collections Deposit Library	<b>MBB-</b> Moffett Molecular Biology Bldg.	<b>UA9-</b> 2609 University Ave.
<b>CHR-</b> 107 W. 27th Street (Human Resource Study Ctr.)	<b>MEZ-</b> Mezes Hall	<b>UNB-</b> Texas Union
<b>CMA</b> (CMB, CMC)- Jessie H. Jones Communications Center/Texas Student Publications	<b>MHD-</b> Moore-Hill Residence Hall	<b>UPB-</b> University Police Building
<b>COM-</b> Computation Center	<b>MRH-</b> Music Build., (Bates) Recital Hall	<b>UTC-</b> George Kozmetsky Center for Business Education/ University Teaching Center
<b>CPE-</b> Chemical and Petroleum Engineering Building	<b>NRC-</b> Newhaus-Royal Athletic Cntr.	<b>VRC-</b> Varsity Center
<b>CRB-</b> Central Billing & Receiving	<b>NSA-</b> Natural Sciences Annex	<b>WAG-</b> Waggener Hall
<b>CRD-</b> Carothers Residence Hall	<b>NUR-</b> Nursing School	<b>WCA-</b> Women's Co-op Bldgs. A-F
<b>CS2-</b> Central Chilling Station No. 2	<b>OHR-</b> Office of Human Resources	<b>WCH-</b> Will C. Hogg Building
<b>CS3-</b> Central Chilling Station No. 3	<b>PAC-</b> Performing Arts Center (Bass Hall)/Drama Workshops/Opera Theatre	<b>WEL-</b> Robert A. Welch Hall
<b>CS4-</b> Central Chilling Station No. 4	<b>PAI-</b> T.S. Painter Hall	<b>WIN-</b> Theatre Room
<b>CS5-</b> Central Chilling Station No. 5	<b>PAR-</b> Parlin Hall	<b>WMB-</b> West Mall Office Building
<b>DFE-</b> Disch-Falk Field	<b>PAT-</b> J.T. Patterson Laboratories Bldg.	<b>WOH-</b> Wooldridge Hall/Student Financial Services
<b>E26-</b> 100 Dean Keeton St. (formerly East 26th St.)	<b>PCL-</b> Perry Castafieda Library (Main Lib.)	<b>WRW-</b> W.R. Woolridge Laboratories
<b>EAH-</b> Lila B. Etter Alumni Center	<b>PG1 -</b> Parking Garage 1	<b>WT2-</b> 2622 Wichita (Internat'l Ofc.)
<b>ECB-</b> Economics Building	<b>PG2 -</b> Parking Garage 2	<b>WWH-</b> Walter Webb Hall
<b>ECJ-</b> Ernest Cockrell, Jr. Hall	<b>PG3 -</b> Parking Garage 3	
<b>ENS-</b> Engineering-Science Bldg.	<b>PHD-</b> Prather Residence Hall	
<b>EPS-</b> E.P. Schoch Building	<b>PHR-</b> Pharmacy Building	
<b>ERC-</b> Frank C. Erwin, Jr. Special Events Center	<b>PP1-8-</b> Physical Plant Complex A-G	
<b>ESB-</b> Experimental Science Bldg.		
<b>FAB-</b> Fine Arts Library/Admin. Bldg.	<b>PPB-</b> Printing and Press Building (UT Press)	
<b>FAC-</b> Peter T. Flawn Academic Center/Undergraduate Advising Center	<b>RAS-</b> Russell A. Steindam Hall & ROTC Rifle Range	
<b>GAR-</b> Garrison Hall	<b>RHD-</b> Roberts Residence Hall	
<b>GEA-</b> Mary E. Gearing Hall		
<b>GEB-</b> Dorothy Gebauer Bldg. (Closed)		
<b>GEO-</b> Geology Building		
<b>GIA-</b> Graduate/international Admissions		