

Samuel Block 1962 P.O. Box 526  
Cleveland, Mississippi

# CITIZENSHIP CLINIC

# MANUAL

*M.V.C.  
Miss, Voc. College* FOR

# GEORGIA VOTER

# REGISTRATION

*Gene*

# STATEWIDE REGISTRATION

# COMMITTEE

# OF GEORGIA

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Samuel Block P.O. Box 526

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(A publication designed to give a positive approach to every question on voter-registration in the State of Georgia.)

- F O R E W O R D -

A CITIZEN'S OBLIGATION

In the United States, "a Citizen is a person who has the privilege of voting and exercises this right or privilege." Webster, according to this definition, is saying that a person is not a citizen until he registers and votes. Of course, he must obey all laws of his city, state and country, as well as protect his home and those of others. Here in the South, each of us has a further obligation, because of patterns of living which have been directed toward relegating so many of us to second class citizenship. We must train leaders to help others to become first class citizens. Therefore, we organize to get people registered to vote, then keep them voting.

In this great history-making undertaking, in which you will play a vital part, four things are highly important:

1. Organization is essential to success. Efforts of dedicated individual citizens are fine, but results of such worthy actions will be multiplied by the number of persons working in an organized voter-registration campaign.
2. It is essential that county leaders contact local public officials to secure co-operation before starting a campaign. It has worked, but be sure that if complaints are to be made, there are witnesses to sign affidavits.
3. More emphasis will have to be placed upon youth work activities, giving young people, at all age levels, opportunities to assume leadership responsibilities and to assist in planning.
4. Plans must include definite methods of getting out the vote to prevent legitimate purging of registration lists. Stop playing "catch-up."

Material for this manual was secured from various sources, especially from John Brooks, Director of the Southwide Registration Campaign, the Metropolitan Voting Council of Atlanta, the Atlanta League of Women Voters, the Atlanta All-Citizens Registration Committee, and the Southern Christian Leadership Conference.

Be sure to register, then be sure to vote.

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NOTE TO DISCUSSION LEADERS

The material in this issue of the Citizenship Manual does not coincide exactly with previous issues. Therefore it is necessary to explain to the participants that there are a few differences in the reading, but the sense of the material is the same.

(1962)

GETTING VOTERS TO THE POLLSWHAT DO YOU KNOW??SOMETHING TO THINK ABOUT

1. Facts are important. To carry out an effective registration campaign, to check results and to get out the vote you should have a roster of all the Negro Voters in the area. Figures are fine but you need ROSTERS.

WHY IS THIS IMPORTANT?

1. Figures can lie if they are not backed by actual nose count.
2. You cannot make a nose count unless you have a roster of the qualified voters.

SECURE THESE ROSTERS AND YOU WILL FIND THAT:

1. People who say they are voters are not voters.
2. Many who are qualified are accidentally left off the official records (Strange! Shouldn't be, you know who makes these mistakes).
3. Many persons listed on the roster are dead, or they have moved to other cities.

WHY DO YOU NEED ROSTERS?

1. In order to get out an effective vote at election time, you must know the qualified voters.
2. The success of your voter registration drive depends upon many interested people. You will find them on your qualified voters list.

RECORDS MEASURE PROGRESS!

Progress controls money spending. How can you measure your true progress without records? You don't want to wake up and find that you have let thousands of hard earned dollars and many hours of manpower go down the drain...with no results.

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THE WAY TO DO IT:

Registration lists are public property. If you can't secure them from your public officials, send people to copy the names off the official records.

NOTE TO LARGE CITIES: Sure it is a big job where you have over 5,000 voters but on the other hand, you have more manpower, leadership, money and freedom than your smaller cities. BIG TOWNS DO A BIG PROJECT.

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V O T E R   R E G I S T R A T I O N   P L A N S  
Y O U R   I N T R O D U C T I O N   T O   C O O R D I N A T I O N

By J. M. BROOKS, Southwide Registration Director

Our modern world was built through the principles of coordination. We can use the same principles to build up the Negro voting strength.

- I. **COORDINATION:** We believe that by coordinating the suffrage work of various organizations and individuals, the Negro will have a more effective Political Action Program. This in turn will produce a large and intelligent Negro vote.
- II. **WHY SHOULD WE COORDINATE OUR EFFORTS?** We should coordinate our efforts because in spite of the fine suffrage work being done by many groups and individuals in the South, we are faced with the following facts:
1. Only about 20% of the potential Negro voting population are registered voters.
  2. That large numbers of Negroes qualified to vote do not show up at the polls on election day.
  3. That large numbers of Negroes pay taxes, buy auto tags and secure drivers' licenses, but fail to register.
  4. That most areas lack organizational machinery to contact the masses of people for the purpose of giving out factual and unbiased information on political candidates and issues.
- III. **IS THIS A POLITICAL GROUP? NO:** Our coordinating groups or organizations are non-partisan. Their only aim is a large intelligent Negro vote.
- IV. **WHY NON-PARTISAN?**
1. Because the Statewide Registration Committee is non-partisan.
  2. Because for this plan to be successful, we must have the cooperation of all groups and organizations regardless of their political beliefs.
  3. History has shown that many non-partisan organizations for increasing the vote folded up because they became ambitious and began politics, or individuals in the organization began using the organization for personal gains.
- V. **WHAT CAN YOU DO?** You can start a coordinating group in your area. However, you must first sell yourself on the coordinating group idea. Read the Richmond Story. It is a brief story on how this idea is working in Richmond, Virginia. Write me at 202½ Second Street in Richmond.

S O N G S: Use them to put spirit and warmth in your meetings.

TUNE: "THERE'S NO BUSINESS LIKE SHOW BUSINESS"

There's no business like this business  
 Like no business I know  
 Once you sell and get that good old vote  
 Then we know you really want to go  
 First it may not seem to be appealing  
 \*But boy: Will you make-----squirm.  
 There's no Future like this Futvre  
 If you want one, O. K.  
 Many men may tell you what a fool you are  
 But when they see you working in the City Hall  
 Then they'll know the reason why you've gone so far  
 So start getting votes today\_\_ So start getting votes.  
 \_\_\_\_\_ & \_\_\_\_\_

TUNE: "Casey Jones"

Come all you voters and I'll now relate  
 What's going to happen all over this State  
 To all those boobs who think they're wise  
 And are trying to get by on their alibies.

CHORUS Bring on their votes, can't use their abilies  
 Bring on their votes, it's the votes that count  
 Bring on their votes, can't use their alibies  
 Their votes will put you over but their alibies won't

St. Peter was looking for a race to promote  
 He had one in mind, but they sure got his goat  
 He looked at their records and closed his eyes  
 And said, "My God! Look at the alibies."

CHORUS Bring on their votes, can't use their alibies  
 Bring on their votes, it's the votes that count  
 Bring on their votes, can't use their alibies  
 Their votes will put you over but their alibies wont't.  
 \_\_\_\_\_ & \_\_\_\_\_

TUNE: " GIVE ME THAT OLD TIME RELIGION"

Gimme that old Voting Spirit  
 Gimme that old Voting Spirit  
 Gimme that old Voting Spirit  
 It's good enough for me.

It will take you out of poverty  
 It will take you out of poverty  
 It will take you out of poverty  
 And bring prosperity to you.

It will make you want to Survey  
 It will make you want to Survey  
 It will make you want to Survey  
 And make the Dixiecrats Weep.

\*Governor or some other public race-antagonist

STEP IHOW TO GET A COORDINATED  
PROGRAM STARTED  
IN YOUR CITY OR COUNTYI HAVE A PREPLANNING DISCUSSION WITH A FEW INTERESTED PERSONS.

1. Discuss the Negro voting status of your area inside and out. Don't pull any punches. Try to form a true picture of your Community's voting habits.
2. Sell the Coordination Group movement. Show how a program, based on coordination, can make yours a progressive area.
3. After selling yourselves on the idea, plan a meeting for all interested citizens and organizations in your area.

II HOW TO PLAN A MEETING FOR INTERESTED CITIZENS AND ORGANIZATIONS.

1. Set a date, time and place for an interested citizens meeting.
2. Appoint a temporary chairman to call this meeting.
  - (a) Among other things, this chairman should be a substantial and well-liked person in the community.
  - (b) For obvious reasons, the chairman should not be the head of any political group, or a person usually identified with a political party.

III GETTING INTERESTED PEOPLE TO THE MEETING.

1. Send a letter of invitation to the following in your area:
  - (a) All of the qualified voters in your area.
  - (b) To the ministers of all churches in the area.
  - (c) To the presidents of all organizations (fraternal, social, labor or political) regardless of their sizes or prestige in the community. Through personal contact have these leaders to invite their memberships to be present.
2. Set up a telephone committee to follow up the letter with telephone calls.
3. A few days before the meeting:
  - (a) Have the ministers to make church announcements.
  - (b) Pass out leaflets about the meeting at church and from door to door.

PLAN LIGHT REFRESHMENTS.DON'T MISS ANY OF THESE STEPS.

The one you omit may be the spark plug to a bang-up meeting. Good meetings are PLANNED not BORN. THESE STEPS HAVE BEEN TRIED - THEY WORKE

Invite top community leaders to be present, observe and help unofficially

WHAT TO DO AT THE  
FIRST INTERESTED CITIZENS MEETING

STEP 2I OPEN WITH PRAYER AND SONGII TEMPORARY CHAIRMAN GREETES THE PEOPLE AND GIVES PURPOSE OF MEETING

2  
MIN-  
UTES

1. To discuss WHY we should increase the Negro voting strength. WHY a coordinating group should be organized, a new and dynamic movement for increasing the Negro vote.

III  
10 MIN-  
UTES

III HAVE A SPEAKER GIVE DOWN TO EARTH DISCUSSION ON THE VALUE OF VOTING

(Base talk on voting in relation to our meat and bread, our dollar and cents, our children's welfare).

IV  
10 to 20  
MINUTES

IV HAVE ANOTHER SPEAKER TO EXPLAIN THE WHY AND HOW OF A COORDINATED GROUP MOVEMENT. HE MUST BE GOOD. HE MUST SELL THE MOVEMENT TO THE INTERESTED CITIZENS.V QUESTION AND DISCUSSION PERIOD

Keep the ball moving by having two or three persons in the audience prepared to ask the first few questions (people are funny. They will all sit back in a wall of silence when you ask for questions). So be prepared ahead of time to get them to talking ON THE SUBJECT.

VI BEGIN ORGANIZATION OF A COORDINATING GROUP

1. Have a person ready to briefly sum up the discussion and make a motion to organize a coordinating group.

VII TEMPORARY OFFICERS

After the organizational motion has passed, the chairman of the meeting will then call for the election of a temporary chairman and secretary for the new organization (usually the temporary chairman and secretary of the meeting are re-elected. But by putting it on the floor it gives all of the persons present a chance to participate).

VIII COMMITTEES

Temporary chairman appoints committees for next organization meeting

1. Constitutional Committee (5 persons)  
Refer this committee to a model of a coordinating group constitution.
2. Appoint a "NAME" Committee (3 persons)

IX OTHER COMMITTEES

Give everyone at the meeting some responsibility. Put them on a committee for next meeting. (Instruct them to bring in written reports).

1. Circular Committee - Appoint a person from each section to give out the circulars for the next meeting.
2. Telephone Committee - A good committee for housewives and elderly ladies who cannot leave home. Have them call the people in their neighborhoods.



S T E P 2 ( cont)

3. Refreshment Committee - Plan refreshments for meeting.
4. Door Prize Committee - Get neighborhood businesses to donate door prizes.
5. Ministerial Committee - To contact all ministers in the area and see to it that church announcements are made about the meeting.
6. Letter Committee - Help send out letters. Use business or school mimeograph machines (use the same source you used for sending out letters for the first meeting).
7. Organization Committee - To recommend and carry out precinct organizations.

- X. SET A DATE AND TIME FOR NEXT MEETING (Have this already planned in your mind).
- XI. CLOSE WITH PRAYER AND ALLOW TIME FOR FELLOWSHIP (Some of the best results of the meeting will come out of this period.
- XII. WHILE IT IS FRESH IN THEIR MINDS, HAVE TEMPORARY CHAIRMAN SEND OUT LETTERS OF CONGRADULATIONS TO EVERY MEMBER PRESENT THE VERY NEXT DAY.

\* \* \* \* \*

TIPS FOR A CHAIRMAN

1. Try to appoint committeemen that fit the job. Example: for Circular Committee - appoint school teachers, insurance men or church clerks. These persons usually have access to paper and mimeograph machines.
2. It's easy to appoint a committee, but the success of the committee depends upon your guidance. KEEP BEHIND THEM. Make them feel important because they are important.

S T E P 3

I OPEN WITH PRAYER AND SONG

II TEMPORARY CHAIRMAN GREETES THE PEOPLE AND GIVES PURPOSE OF MEETING

5  
MIN.

1. To complete organization of a coordinating, a new and dynamic organization for increasing the Negro vote.
2. Reading of the minutes of the first meeting.

5  
MIN.

III HAVE A SPEAKER GIVE DOWN TO EARTH DISCUSSION ON THE VALUE OF VOTING

(Base talk on voting in relation to our meat and bread, our dollars and cents, our children's welfare.)

5  
MIN.

IV HAVE ANOTHER SPEAKER EXPLAIN THE HOW AND WHY OF A COORDINATING GROUP MOVEMENT

V QUESTION AND DISCUSSION PERIOD

10  
MIN.

Keep the ball moving by having two or three persons in the audience prepared to ask the few few questions (People are funny. They will all sit back in a wall of silence when you ask for questions.) So be prepared ahead of time to get them talking ON THE SUBJECT.

VI REPORT OF COMMITTEES

10  
MIN.

1. Circular Committee
2. Telephone Committee
3. Refreshment Committee
4. Door Prize Committee
5. Ministerial Committee
6. Letter Committee
7. Name Committee
8. Constitution Committee
  - (a) Give a copy to each member present.
  - (b) Have the chairman read the entire report.
  - (c) Ask for questions.
  - (d) Have a person ready when the questions lag to sanction the report and make a motion that it be received and adopted.
9. Organization Committee

STEP 3 (cont)VII APPOINT A NOMINATING COMMITTEE

1. W-A-R-N-I-N-G This committee can either make or break your organization. Make sure that their hands are clean.
2. Again explain that for obvious reasons the officers should not be the heads of political groups or persons usually identified with political parties.

VIII HAVE A MOTION MADE THAT THE COMMITTEE ALREADY FORMED BE MADE STANDING COMMITTEESIX SET DATE AND PLACE OF NEXT MEETING (Two weeks later to keep the fire from dying out).

1. I-M-P-O-R-T-A-N-T In building up your third meeting, use the same steps you used for the first two meetings plus a few more steps.

X SEE "A SHORT CUT IN ORGANIZING" AT BOTTOM OF PAGEXI CLOSE MEETING AND JOIN IN REFRESHMENTS AND FELLOWSHIP

\* \* \* \* \*

## TIPS FOR CHAIRMAN

Get everything possible you can get out of a meeting without boring the people

1. If this second interested Citizens Meeting has moved along smoothly, and you have some time, try this: "A Short Cut In Organizing".
  - (a) Divide those present into precinct groups. Example: All persons living in Precinct One sit in this section; all persons living in Precinct Two sit in this section, etc. Before hand, have the boundaries of the precincts available. Most people do not know their precincts.
  - (b) Let them form temporary precinct committees with a temporary chairman and secretary.
  - (c) Give each temporary precinct committee chairman a copy of step 4 - "How to Organize a Precinct or Neighborhood Club for Getting Out The Vote".
  - (d) Let the group study this plan and urge them to bring as many people as possible from their neighborhood to the next meeting where they will receive more tips and help in calling their first neighborhood meeting.

DO NOT USE THIS SHORT CUT IF YOU FEEL THE TIME ISN'T RIPE!!

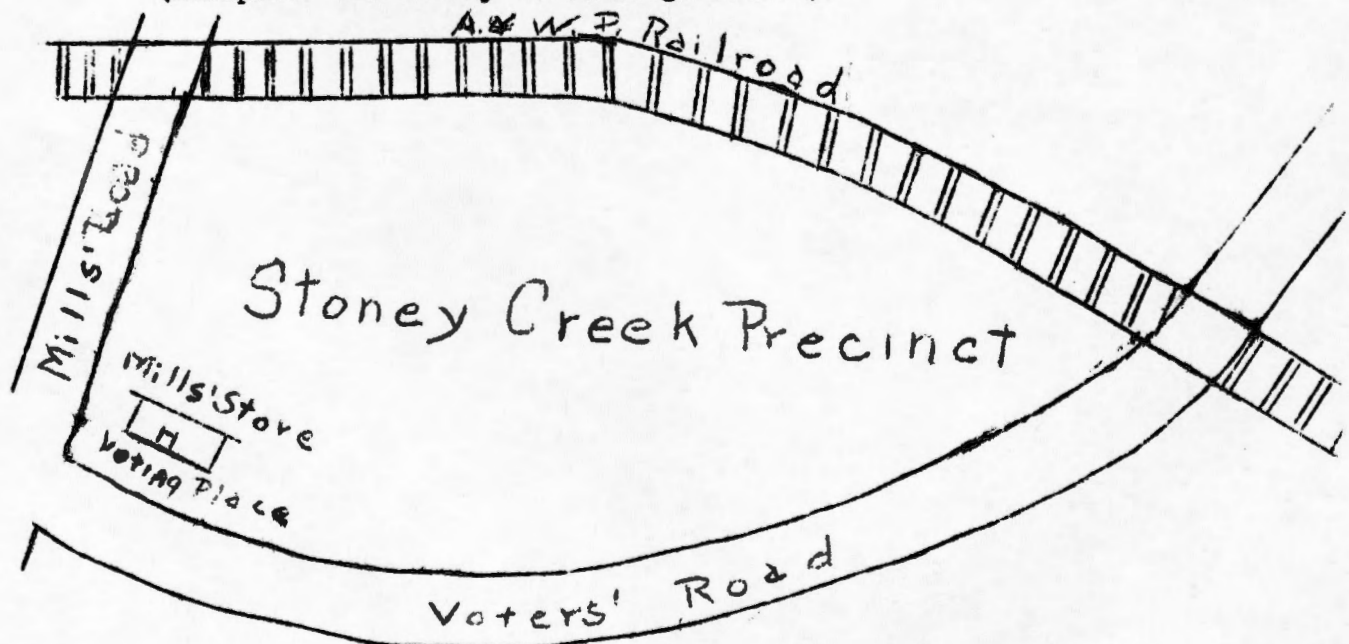
STEP 4

- I. OPEN WITH PRAYER AND SONG
- II. TEMPORARY CHAIRMAN GREETES THE PEOPLE AND GIVES PURPOSE OF THE MEETING
  1. To elect officers.
  2. To begin organizing precinct clubs.
  3. To begin block worker training.
- III. READING OF THE MINUTES
- IV. REPORTS OF COMMITTEES
  1. Circular
  2. Phone
  3. Refreshment
  4. Door Prize
  5. Ministerial
  6. Letter
  7. Nominating (first and most important purpose of meeting).
  8. Organization
- V. NEW OFFICERS TAKE THEIR SEATS
- VI. THE CHAIR APPOINTS A COMMITTEE TO PLAN AN INSTALLATION SERVICE. THIS IS GOOD PUBLICITY AND GOOD FOR THE EGO OF THE OFFICERS.
- VII. THE CHAIR APPOINTS A FINANCIAL COMMITTEE.
- VIII. BLOCK WORKERS WORKSHOP. (Refer instructor to "How To Instruct Block Workers, See pages 26-28 of Manual) Use someone in the selling field, if possible, to give this workshop (ex. insurance salesman).  
10 Min.
- IX. SPEAKER ON THE ORGANIZATION AND FUNCTION OF A PRECINCT CLUB (Refer speaker to organization and functions of a precinct club).  
10 Min.
- X. DIVIDE THE MEMBERSHIP INTO PRECINCT GROUPS
- XI. LET EACH PRECINCT GROUP ELECT A TEMPORARY CHAIRMAN AND SECRETARY IF THIS HAS NOT BEEN DONE AT A PRIOR MEETING
- XII. GIVE EACH TEMPORARY CHAIRMAN:
  1. Step 5 "How To Organize A Precinct or Neighborhood Club for Getting Out Votes".
  2. Step 6 "What To Do At The First Precinct Club Meeting".
  3. Allow them a ten minute period.
- XIII. SET TIME AND PLACE OF NEXT MEETING
- XIV. ADJOURN MEETING AND ENTER INTO FELLOWSHIP AND REFRESHMENTS

HOW TO ORGANIZE A PRECINCT OR  
NEIGHBORHOOD CLUB FOR REGISTRATION AND  
GETTING OUT VOTERS

STEP 5

- I FIRST HAVE A PLANNING MEETING WITH A FEW KEY PEOPLE IN THE NEIGHBORHOOD TO PLAN A LARGE NEIGHBORHOOD OR PRECINCT MEETING
1. Elect a temporary chairman and secretary from this group.
- II SET A DATE, PLACE AND TIME FOR THE LARGE NEIGHBORHOOD PRECINCT MEETING.
- III SEND A LETTER OF INVITATION TO THE MEETING TO:
1. All of the voters in the area; also to civic, political clubs, etc.
  2. All of the ministers, teachers and business and professional people living in the precinct area.
- IV FOLLOW UP THESE LETTERS WITH PERSONAL CONTACT AND PHONE CALLS.
- V A FEW DAYS BEFORE THE DATE OF THE MEETING, PASS OUT LEAFLETS FROM DOOR TO DOOR AND AT THE NEIGHBORHOOD CHURCHES, HAVE THE MINISTER TO MAKE THE ANNOUNCEMENT.
- VI PLAN LIGHT REFRESHMENTS. (Your best results are sometimes obtained while people are standing around eating)
- VII INVITE THE EXECUTIVE SECRETARY OF YOUR COORDINATING GROUP TO HELP YOU TO PLAN YOUR MEETING.
- VIII REMEMBER THIS MEETING IS FOR THE PEOPLE IN YOUR NEIGHBORHOOD OR PRECINCT SO BE SURE TO MAKE THIS POINT CLEAR IN YOUR LETTERS AND LEAFLETS.  
(Example: The Stoney Creek Neighborhood)



ALL PERSONS LIVING IN THIS AREA LIVE IN THE STONEY CREEK PRECINCT.

WHAT TO DO AT THE  
FIRST PRECINCT CLUB MEETING

STEP 6

- I. OPEN WITH PRAYER AND SONG
- II. TEMPORARY CHAIRMAN GREETES THE PEOPLE AND GIVES PURPOSE OF MEETING
  1. To discuss WHY we should increase the Negro voting strength.
  2. To discuss the ways and means of increasing the Negro voting strength in the precinct and the boundaries of the precinct. (Allow two minutes for 1 and 2).
- III. HAVE A SPEAKER GIVE DOWN TO EARTH DISCUSSION ON THE VALUE OF VOTING  
(Base talk on voting in relation to our meat and bread, or dollars and cents, our children's welfare). Call on your coordinating organization for speakers. (Allow 10 Minutes).
- IV. HAVE ANOTHER SPEAKER ON ORGANIZATION  
He will give the background and workings of a coordinated group and show how effective this group can operate. (Allow 15 to 20 Minutes).
- V. QUESTION AND DISCUSSION PERIOD  
Keep the ball moving by having two or three persons in the audience prepared to ask the first few questions. (People are funny, they will sit back in a wall of silence when you ask for questions. So be prepared ahead of time to get them to talking ON THE SUBJECT. (Allow 10 to 20 Minutes).
- VI. BEGIN PRECINCT ORGANIZATION
  1. Have a person ready to briefly sum up the discussion and make a motion to organize a precinct club.
- VII. TEMPORARY OFFICERS  
After the organizational motion has passed, the chairman of the meeting will then call for the election of a temporary chairman and a temporary secretary for the new organization (Usually the temporary chairman and the temporary secretary of the meeting are re-elected. But putting it on the floor gives all of the persons present a chance to participate).
- VIII. COMMITTEES  
The elected temporary chairman will then appoint committees for the next organization meeting.
  1. Constitutional Committee (5 persons)  
Refer this committee to Model Precinct Constitution.
  2. Nominating Committee (5 persons)  
Instruct this committee to have ready a slate of officers including president, vice-president, secretary, treasurer, chaplain and sergeant-at-arms (This will save time if the group adopts the slate of officers given by the Model Constitution).
- IX. OTHER COMMITTEES  
Try to give everyone at the meeting some responsibility. Put them on committees and request that they give their reports in writing at the next meeting.

1. Circular Committee  
Appoint a person from each section to give out the circulars for the next meeting.
  2. Phone Committee  
A good committee for housewives and elderly ladies who cannot leave home. Have them call the people in their neighborhoods.
  3. Refreshment Committee  
Plan refreshments for meetings.
  4. Door Prize Committee  
Get neighborhood businesses to donate door prizes.
  5. Ministerial Committee  
To contact all ministers in the area and see to it that church announcements are made about the meeting.
  6. Letter Committee  
Help send out letters. Use business or school mimeograph machines.
  7. Courthouse Committee  
To enlist volunteer courthouse workers and cover tax, as well as auto tag lines.
  8. Organization Committee  
To recruit block workers.
- X. SET A DATE AND TIME FOR NEXT MEETING (Have this already planned in your mind).
- XI. CLOSE MEETING WITH PRAYER AND ALLOW TIME FOR FELLOWSHIP (Some of the best results of the meeting will come out of this period).
- XII. WHILE IT IS FRESH IN THEIR MINDS, HAVE TEMPORARY CHAIRMAN SEND OUT LETTERS OF CONGRATULATION TO EVERY MEMBER PRESENT THE VERY NEXT DAY.

TIPS FOR TEMPORARY CHAIRMAN

You have leadership responsibility. You cannot go home at the close of the meeting and remain idle until the next meeting. To insure a good meeting, you must:

1. Make an early check with your committee chairman and see if they are doing their jobs.
2. Good meetings are PLANNED not BORN.

FOR NOTES:

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WHAT TO DO AT THE  
SECOND PRECINCT MEETINGS T E P

- I. OPEN WITH PRAYER AND SONG
- II. TEMPORARY CHAIRMAN GREETS THE PEOPLE AND GIVES PURPOSE OF MEETING
  1. To complete organization of a precinct club.
  2. To instruct block workers.
- III. READING OF THE MINUTES
- IV. REPORTS OF COMMITTEES
  1. Circular
  2. Telephone
  3. Refreshment
  4. Door Prize
  5. Ministerial
  6. Letter
  7. Name
  8. Constitutional
  9. Nominating (This is a shortcut. If need be, postpone this committee's report until the next meeting).
  10. Courthouse
  11. Organization
- V. HAVE A MOTION MADE THAT ALL COMMITTEES NAMED BE MADE ESTANDING COMMITTEES
- VI. APPOINT A FINANCE COMMITTEE AND A BLOCK LEADER CHAIRMAN
- VII. OPEN DISCUSSION (10 Minutes) on "What good can we do in our neighborhood?"  
(Community goals: better streets, roads, school, health service, employment, etc.)
- VIII. SET A DATE AND TIME FOR THE NEXT MEETING (Have this already planned in your mind. Aim: to get your block workers and committees to functioning).
- IX. USE THE SAME PROCEDURE FOR BUILDING UP YOUR THIRD MEETING THAT YOU USED FOR THE SECOND MEETING.
- X. BLOCK WORKERS INSTRUCTIONS (10 minutes). Call on your coordinating group for instructor and block worker kits.
- XI. ADJOURN AND ALLOW TIME FOR FELLOWSHIP AND REFRESHMENTS

TIPS FOR PRESIDENTS

1. Work with your committees. Insist that their reports be in writing.
2. Have a purpose for every meeting.
3. Look for issues in your neighborhood to stimulate interest. (ex. Bad streets, lighting, no playground for children).
4. Go all out each meeting to get the people to attend.
5. Have progressive and interesting meetings. Call on your coordinating group for speakers, movies, etc.



MODEL CONSTITUTION OF A COORDINATING GROUP

## PREAMBLE

In order to coordinate our efforts and act more closely as a great and powerful unit, and in order to lay a firm foundation upon which the coming generations may stand, we do set ourselves and our organization.

## ARTICLE I

The name of this organization shall be known as THE GREENSVILLE IMPROVEMENT LEAGUE.

ARTICLE II  
Section 1

The purpose of this organization shall be to increase the voting strength of the population of the County of Greenville and to improve the moral, social and educational status of our people.

## Section 2

To establish and maintain up-to-date records of the voting status of the citizens of Greenville County.

1. Adult district, precinct and road population
2. Registration status

## Section 3

To inform the electorate of the political issues as well as the background of all political candidates.

## ARTICLE III

This organization shall not affiliate with any political party or engage in any partisan politics.

## ARTICLE IV

This organization shall not accept any monies or gratuities from any political party or political candidate.

ARTICLE V  
Section 1 - OFFICERS

The officers of this organization shall consist of president, vice president, secretary, treasurer, chaplain, sergeant-at-arms and executive secretary.

Section 2  
METHOD OF ELECTION

The authorized officers of this organization shall be elected as follows:

There shall be elected from the floor at the meeting of bona-fide members a Nominating Committee composed of five persons, the duties of which shall be to canvas the eligible members for the several officers.

The Nominating Committee shall render its report at the next regular meeting.

The body shall receive the report of the Nominating Committee and additional nominations may be made from the floor, providing each nominee is endorsed by three or more persons in writing.

### Section 3

Majority vote shall be use for all elections by bona-fide members present and voting by ballot.

### Section 4

The duties of the officers shall be as traditionally required of them or as the body may prescribe from time to time.

### Section 5

All officers shall be elected annually and shall serve until their successors are elected and installed, unless removed from office for dereliction of duty.

### Section 6

Officers shall be elected at the regular fourth quarter meeting date and installed at a special meeting to be called in January.

## ARTICLE VI

### COMMITTEES

Membership, political action, finance, educational program and such others as the organization may all from to time.

## ARTICLE VII

The membership of the Executive Board shall be the elected officers, chairman of each standing committee, and two persons recommended by each participating organization.

## ARTICLE VIII

### Section 1

### MEMBERSHIP

Any pseron may become a member if a bona-fide voter and subscribes to the principles and objectives of this organization.

## ARTICLE IX

This constitution may be amended by two-third vote of the members present providing a written notice will be given fifteen days prior to the meeting date and the specific section to be voted on be included in the notice.

## ARTICLE X

It shall be mandatory that there shall be quarterly meetings and there also may be held special meetings at the call of the president.

## ARTICLE XI

This constitution shall be operative and in full force by the membership by simple majority.

## ARTICLE XII

The rules contained in "Robert Rules of Order" Shall govern this organization in all cases which are not inconsistant with the BY\*LAWS, Constitution or Special Rules of the CLUB.

MODEL CONSTITUTION - PRECINCT CLUB NO. 1

## ARTICLE I

- SECTION 1. Name: The name of this organization shall be Precinct Club No. 1.
- SECTION 2. Boundary: The territory of Precinct Club No. 1 shall be limited to geographical boundaries as described by the city or county officials.
- SECTION 3. Object: The object of Precinct Club No. 1 shall be to:
- (a). Work toward making every adult a qualified, intelligent voter in this precinct.
  - (b). This organization shall be a member of the (NAME OF ORGANIZATION) Voters Council (a co-ordinating group).
  - (c). The Precinct Club No. 1 shall be a non-partisan political organization.
  - (d). To improve the economic, civic and social betterment of the community.

## ARTICLE II

- SECTION 1. Membership: Any member of Precinct No. 1 who is in accord with the principles and policies of the organization may become a member.

## ARTICLE III

- SECTION 1. Officers: The elective officers of this club shall be the president, vice president, secretary, financial secretary, treasurer, chaplain, sergeant-at-arms, and also at the option of the organization, additional vice presidents and officers.
- SECTION 2. Duties of the Officers: As prescribed in: "Robert's Rules of Order."
- SECTION 3. The officers shall be elected annually at a meeting to be held in January and those elected shall take office at the end of the meeting and shall hold office until their successors are elected.
- SECTION 4. At least one month before the annual election in January, the president shall appoint a Nominating Committee consisting of not less than five members which shall prepare a list of one or more nominees for each of the offices to be filled by election and shall report the same at the next regular meeting.
- SECTION 5. Vacancies in any of the offices as provided for in Article III, Section due to death, resignation or other incapacities to serve shall be filled by vote of the organization, the person thus chosen to hold office for the unexpired term.
- SECTION 6. This organization will select a member to sit on the board of the Greenville County Voters Council (a coordinating group).

## ARTICLE IV

- SECTION 1. Committees:
- |                       |                  |                |
|-----------------------|------------------|----------------|
| (a). Membership       | (c). Finance     | (e). Publicity |
| (b). Political Action | (d). Educational | (f). Social    |

## ARTICLE V

- SECTION 1. This constitution may be amended at any regular meeting by a two-third's majority vote provided that notice in writing has been given at least a week in advance of such meeting or has been given thirty days before.

## GOING INTO ACTION

IF YOU HAVE COME THIS FAR, YOU KNOW HOW TO ORGANIZE

NOW LET'S LEARN HOW TO REGISTER.

SET UP REGULAR MEETINGS OF THE COORDINATING GROUP.

- I. ESTABLISH BUDGET, CENTRAL OFFICE AND PLANS
- II. HEAR REPORTS FROM COMMITTEES AND PRECINCTS
- III. COORDINATE ALL REGISTRATION ACTIVITIES

— 0 —

At this point if you have not contacted your public officials, send a committee (do not go alone) to see these officials if possible:

- |   |                                  |
|---|----------------------------------|
| 1. The Registrar                                  | 5. The Mayor                     |
| 2. The Tax Collector                              | 6. The Chief of Police           |
| 3. The Sheriff                                    | 7. The Superintendent of Schools |
| 4. The Judge of the Superior Court or Chief Judge |                                  |

Ask their cooperation in teaching our people good citizenship thru proper use of the ballot. Tell them we are interested in electing the best men for public office. Assure them that we, as good citizens, are interested in solving our problems locally.

If you encounter difficulties, be sure you have witnesses; get names, dates, times and places.

## COURTHOUSE PROGRAM

One of the most effective types of registration activities is to contact citizens as they make tax returns, pay taxes and purchase auto tags as well as drivers licenses. These steps are suggested:

- I. In your conferences with the Registrar, Tax Collector and Sheriff, secure permission to place a small committee in the courthouse to contact unregistered citizens and encourage them to go to the Registration Office while in the building.
- II. The Courthouse Committee of the coordinating group should supervise activities and see that there is a small group, 2 to 5, at the courthouse every day.
- III. Precinct courthouse committees, youth groups, churches, public and private schools should be asked to furnish volunteers for daily courthouse coverage.

## SUMMARY OF GEORGIA'S NEW REGISTRATION LAW

(HOUSE BILL NO. 718, AS PASSED BY HOUSE AND SENATE - 1958)

- I. Hereafter any person desiring to qualify to vote in any primary, general or special election, must register under this law, but those qualified to vote in 1956 need not re-register.
- II. The Judge of the Superior Court or the Senior Judge in each county shall appoint, every four years, three registrars from six citizens nominated by the Grand Jury, one being named as Chief Registrar, and two shall serve as Deputy Registrars. They shall serve four years, or until successors are appointed. The Judge may remove them for cause, appoint successors in case of removal, death, or resignation. Present registrars shall serve until July 1, 1961. \*In Fulton County, however, the Tax Collector or Tax Commissioner, will serve as Chief Registrar, and two of his deputies shall serve as County Registrars.
- III. Registration for a General Election shall cease six months before its date and registrars may suspend operations while the voters' list is being prepared, except for one day a week for receiving applications.
- IV. A registration card shall be provided by the County Registrars, which shall contain the oath. Spaces for answers to certain questions, indicated hereafter, are also provided on said card. The registrars shall have charge of the cards in their office or that of the Tax Collector or Tax Commissioner. Any deputy registrar may administer the oath.
- V. Each applicant ~~must furnish~~ information for the registration card and the official taking the application shall read or repeat the oath distinctly to the applicant, who shall sign his name or make his mark if he cannot sign his name, in which case the official will sign for him.
- VI. If the applicant has been convicted of a crime specified on the application and has not been pardoned, the application shall be rejected. If not so convicted, the applicant shall be notified in writing to appear for examination as to his qualifications within five days after examination of the card.
- VII. Failure to disclose required information or giving of false information shall be grounds for removing a voter's name from the registration list. Decisions of the registrars are subject to appeal in writing within 10 days, to the registrars, who shall return it to the Clerk of the Superior Court to be tried with other appeals. Pending the appeal and final judgment, the decision of the registrars shall remain in full force.
- VIII. Registration procedure shall be as follows:
  - A. If the applicant applies on the basis of literacy:
    1. He shall be required to read aloud and write in the English language a section of the Constitution of Georgia or of the United States. If he reads it intelligibly, writes it legibly and has the other necessary qualifications and is not disqualified for any other reason, the applicant shall be registered as a voter.
    2. If because of physical disability he cannot read or write he must give a reasonable interpretation of said section in his own words to become a registered voter. The section shall be read to him.
  - B. If he cannot read and write and wants to qualify on the basis of good character and understanding of citizenship, he shall be examined on the 30 questions.

# IT'S EASY TO REGISTER!!

## IX. Steps in the Registration Procedure:

A. GO TO THE REGISTRATION OFFICE IN THE COUNTY COURSEHOUSE.

B. YOU WILL BE ASKED THESE STANDARD REGISTRATION QUESTIONS:

- |   |   |
|---|---|
| 1. What is your name? _____                         | 10. Father's Name _____   |
| 2. Militia District _____ Precinct _____ Ward _____ | 11. Will assistance be required in marking or voting ballot _____ |
| 3. Mailing Address _____                            | 12. How long in the state? _____                                  |
| 4. Age _____ Place of Birth _____                   | 13. How long in the county? _____                                 |
| 5. Date of Birth (Month-day-year) Sex _____         | 14. Registered anywhere else? _____                               |
| 6. Color of eyes _____ Color Hair _____             | 15. Ever convicted of crime involving moral turpitude? _____      |
| 7. Weight _____ Height _____ Race _____             | 16. Can you read and write? _____                                 |
| 8. Occupation _____                                 |   |
| 9. Mother's Maiden Name _____                       |   |

C. YOU WILL THEN BE REQUIRED TO SHOW THAT YOU CAN READ AND WRITE. IF YOU HAVE TO, COME BACK FOR THE TEST, FIND OUT THE EXACT TIME AND PLACE - THEN GO BACK!

D. IF YOU CANNOT READ AND WRITE, YOU MUST ANSWER CORRECTLY 20 OF THESE 30 QUESTIONS:

(Some answers to questions apply to Fulton County only; check them for your county)

1. What is a republican form of government? A GOVERNMENT OF, BY AND FOR PEOPLE
2. What are the names of the 3 branches of the United States Government? LEGISLATIVE, EXECUTIVE AND JUDICIAL.
3. In what State Senatorial District do you live and what are the names of the counties in such District? DISTRICT 52: FULTON COUNTY, ONLY (CHECK YOUR OWN COUNTY FOR CORRECT ANSWERS).
4. What is the name of the State Judicial Circuit in which you live, and what are the names of the county or counties in such circuit? ATLANTA CIRCUIT, FULTON COUNTY ONLY (CHECK ANSWER FOR YOUR OWN COUNTY).
5. What is the definition of a felony in Georgia? ANY CRIME PUNISHABLE BY DEATH OR IMPRISONMENT IN THE STATE PENITENTIARY.
6. How Many Representatives are there in the Georgia House of Representatives, and how does the Constitution of Georgia provide that they be apportioned among the several counties? 205. LARGEST 8 COUNTIES - 3; NEXT LARGEST 30 COUNTIES - 2; REMAINING COUNTIES 1 REPRESENTATIVE EACH.
7. What are the qualifications of the Representatives in the Georgia House of Representatives? CITIZEN OF UNITED STATES; 21 YEARS OF AGE; CITIZEN OF GEORGIA FOR AT LEAST 2 YEARS; RESIDENT OF COUNTY FOR ONE YEAR.
8. How does the Constitution of the United States provide that it may be amended? ARTICLE V. STATES: THE CONGRESS, WHENEVER TWO-THIRDS OF BOTH HOUSES SHALL DEEM IT NECESSARY SHALL PROPOSE AMENDMENTS TO THIS CONSTITUTION OR ON THE APPLICATION OF THE LEGISLATURE OF TWO-THIRDS OF THE SEVERAL STATES SHALL CALL A CONVENTION FOR PROPOSING AMENDMENTS, WHICH IN EITHER CASE SHALL BE VALID TO ALL INTENTS AND PURPOSES, AS PART OF THIS

CONSTITUTION, WHEN RATIFIED BY THE LEGISLATURES OF THREE-FOURTHS OF THE SEVERAL STATES OR BY CONVENTIONS IN THREE-FOURTHS THEREOF AS THE ONE OR THE OTHER MODE OF RATIFICATION MAY BE PROPOSED BY THE CONGRESS.

9. Who is the chief justice of the Supreme Court of Georgia and who is the presiding judge of that court? CHIEF JUSTICE IS W. H. DUCKWORTH, PRESIDING JUSTICE IS T. GRADY HEAD.
10. Who may grant pardons and paroles in Georgia? THE STATE PARDON AND PAROLE BOARD.
11. Who is the Solicitor General of your State Judicial Circuit and who is the presiding judge (or judges if more than one). IN FULTON COUNTY SUPERIOR COURT: SOLICITOR PAUL WEBB, JUDGES: LUTHER B. ADVERSON, E. E. ANDREWS, STONEWALL DYER, VIRLYN B. MOORE, RALPH H. PHARR, DURWOOD T. PYE, CLAUDE D. SHAW, JEPHTHA C. TANKERSLAY, GEORGE P. WHITMAN, JESSE M. WOOD. CIVIL AND CRIMINAL COURT: SOLICITOR JOHN I. KELLY; JUDGES: J. WILSON PARKER, PAUL S. ETHERIDGE, HOKE SMITH, E. A. WRIGHT, THOMAS L. CAMP, CHARLES G. BRUCE, CHARLES A. WOFFORD. (CHECK ANSWER FOR YOUR OWN COUNTY).
12. If the Governor of Georgia dies who succeeds him and if both the Governor and the person who succeeds him die, who exercises the executive power? THE LIEUTENANT GOVERNOR. SPEAKER OF THE HOUSE OF REPRESENTATIVES.
13. a. What does the Constitution of the United States provide regarding the suspension of the privilege of the Writ of Habeas Corpus? b. What does the Georgia Constitution provide? A. UNDER THE UNITED STATES CONSTITUTION IT CAN NOT BE DONE "UNLESS WHEN IN CASE OF REBELLION OR INVASION THE PUBLIC SAFETY MAY REQUIRE IT." B. UNDER THE GEORGIA CONSTITUTION IT CAN NOT BE DONE.
14. What are the names of the persons who occupy the following state offices in Georgia? (1) Governor (2) Lieutenant Governor (3) Secretary of State (4) Attorney General (5) Comptroller General (6) State Treasurer (7) Commissioner of Agriculture (8) State School Superintendent (9) Commissioner of Labor? (1) ERNEST VANDIVER (2) GARLAND BYRD (3) BEN FORTSON (4) EUGENE COOK (5) ZACK CRAVEY (6) GEORGE HAMILTON (7) PHIL CAMPBELL (8) CLAUDE PURCELL (9) BEN T. HUIET.
15. How many Congressional Districts are there in Georgia and in which one do you live? THERE ARE TEN. FULTON, DEKALB, AND ROCKDALE COUNTIES ARE THE 5TH (SECURE ANSWER FOR YOUR OWN COUNTY).
16. What is the term of office of the United States Senator? SIX YEARS.
17. What is the term of office of a State Senator? TWO YEARS.
18. What is the county site of your county? IN FULTON IT'S ATLANTA: THERE ARE 159 COUNTIES (SECURE ANSWER FOR YOUR OWN COUNTY).
19. How may the county site be changed under the constitution of Georgia? BY A 2/3 VOTE OF THE PEOPLE PLUS 2/3 VOTE OF THE GENERAL ASSEMBLY.
20. What are the qualifications for jury service in Georgia? NAME MUST BE ON THE BOOKS OF THE COUNTY TAX RECEIVER, AND UPRIGHT, INTELLIGENT CITIZEN.
21. What are the names of the persons who occupy the following offices in your county? IN FULTON COUNTY: (1) CLERK OF THE SUPERIOR COURT (2) ORDINARY (3) SHERIFF (1) JAMES W. SIMMONS (2) EUGENE GUNBY (3) T. RALPH GRIMES (SECURE ANSWER FOR YOUR COUNTY).

22. How may a new state be admitted to the Union? BY ACT OF CONGRESS
23. On what day and how often is the general election hold in Georgia at which members of the General Assembly of Georgia are elected. THE TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER. EVERY TWO YEARS.
24. What does the Constitution of the United States provide regarding the right of citizens to vote? RIGHT CAN NOT BE ABRIDGED BECAUSE OF "RACE, COLOR OR PREVIOUS CONDITION OF SERVITUDE."
25. In what Federal Court District do you live? FULTON COUNTY IS IN THE NORTHERN DISTRICT OF GEORGIA. 2. OTHER DISTRICTS ARE MIDDLE DISTRICT OF GEORGIA AND SOUTHERN DISTRICT OF GEORGIA (SECURE ANSWER FOR YOUR OWN COUNTY).
26. What are the names of the Federal District judges of Georgia? FRANK A. HOPPER; WILLIAM BOYD; T. HOYT DAVIS (CHIEF JUDGE, RETIRED); WILLIAM A. BOOTLE; FRANK A. SCARLETT; LOUIS R. MORGAN.
27. Who are citizens of Georgia? ALL CITIZENS OF THE UNITED STATE WHO LIVE IN GEORGIA.
28. What is treason against the State of Georgia? THE STATE CONSTITUTION STATES THAT TREASON AGAINST GEORGIA SAHLL CONSIST IN LEVYING WAR AGAINST HER, ADHERING TO HER ENEMIES, GIVING THEM AID AND COMFORT.
29. In what body does the Constitution of the United States declare that the legislative powers granted in such a Constitution shall be vested? CONGRESS OF THE UNITED STATES.
30. How many electoral votes does Georgia have in the Electoral College? TWELVE.

#### E. CONTACT WITH PUBLIC OFFICIALS:

1. The Board of Registrars, judges, solicitor, ordinary, Tax Commissioner, Tax Collector, Sheriff, County Commissioners, Mayor, City Councilmen and Chief of Police are all concerned with the Registration procedure and election of public officials. Creation of good will with them is most important.
2. Have committees, not single individuals alone, to contact as many of them as the Negro leaders consider advisable, before you start registration. Let them know that you are interested in good citizenship and the election of qualified public officials. Ask for cooperation with your registration plans. This procedure has been found to get results. The 1961 Georgia Legislature passed these statutes:
  - a. Gave Fulton County authority for "neighborhood registration" at city halls outside of Atlanta.
  - b. The Board of Registrars of Fulton is now composed of three persons and does not include the Tax Commissioner.
  - c. Boards of Registrars are authorized to purge the rolls for failure to vote in three years instead of two.



OTHER REQUIREMENTS OF THE GEORGIA REGISTRATION LAW

- X. Each notice of a hearing shall specify one to thirty days for reporting and be mailed to the address on the registration card. Failure to report shall be cause for rejection or removal and no new application may be accepted within a year unless it can be shown proper notice was not given.
- XI. Once registered as an elector a voter:
- a. Shall not be required to register or further qualify except as required by law.
  - b. His name must be removed if he fails to vote at least once in five years, unless he requests an extension.
    - (1) When notified of failure to vote within three years as shown by annual examination of records, he must make the request by April 1st of that year or have his registration cancelled by May 1st.
    - (2) Once an elector's name is cancelled, he must re-register.
- XII. The following reports shall be made to the Registrars:
- a. Clerk of Superior Court by the 20th of April, each year, the names of all persons convicted of crime who should be disfranchised.
  - b. County Ordinary, by the 10th of April each year, the names of persons who have become insane.
  - c. The local registrar of vital statistics, the names of persons who have died between April 15th of current year and April 15th of preceding year.
- XIII. Beginning April 20th each General Election year, the Registrars shall prepare a new voters list to be filed by August 1st with the Clerk of Superior Court and Secretary of State. A copy of said list may be secured from the Secretary of State by paying five cents per name.
- XIV. In order to register and vote a person:
- a. Must be at least 18 years of age before the date of the General Election.
  - b. Must apply for registration at least 6 months before the General Election.
  - c. In case of a special election, must be registered at least five days before the election.
- XV. In case of questioning by the Registrars or challenge by any citizen of an elector's right to vote, said elector shall be allowed a hearing with notice at least one day before the matter is passed upon.
- XVI. In elections:
- a. The Registrars must place a list of voters in each polling place, and all persons listed shall be allowed to vote.
  - b. If a voter is challenged at the polls he must give an additional oath to the person in charge of the election.
  - c. Registrars must meet at the Court House during election hours to consider qualifications of those whose names were erroneously omitted from registration lists.
  - d. Registrars shall furnish municipalities or boards of education copies of voters lists for their respective elections.
- XVII. Any person who violates a provision of this law, swears falsely or permits such violations, shall be guilty of a misdemeanor.

CHURCH PARTICIPATION PROGRAMSUGGESTED COMMUNICATION TO MINISTERS

To: Dedicated and Loyal Ministers

Object: To increase the number of voters in the State of Georgia through pastoral leadership and knowledge of human nature, probably during the last month of a campaign.

I EXPLANATION - A Crash Program is an emergency plan that can be carried out through leadership, skill, ingenuity and enthusiasm. There can be no negative thinking. - All Action and thoughts Must be POSITIVE!

II Here are Some Suggested Plans for a Minister to Use Along with His Own Valuable Knowledge of People:

1. Sell the idea to the official board of your church.
2. Set a goal for the number of New Voters.
3. Have at least two Sunday Sermons on Citizenship during the month.
  - a. Encourage the non-voter to become a qualified voter.
  - b. Encourage the qualified voter to persuade at least one non-voter to become a qualified voter.
  - c. After EACH SERMON have the ushers pass out to the congregation a leaflet on "How to become a Qualified Voter" in your area. (these will be furnished by the coordinating Committee).
4. Set up Information and Aid Committee to help people get over the idea that it is difficult to register. (Many people feel too self conscious to ask for help, but they would gladly accept help if it is made convenient and non conspicuous).
5. Arrang 30-Minute Citizenship Clinic after service.

III THE PERSONAL TOUCH - YOU, more than anyone else, know what this means to a layman. We will cooperate in every way possible, call upon us.

1. If you can arrange to work with the Information and Aid Committee, your just being with them will greatly aid their success.
2. If you can arrange to be at the Registrar's Office on a certain day, it will inspire your members to work for a greater registration.

IV Again we repeat, you know better than anyone else "how to lead your people. If any of these suggestions interfere with your church program disregard them. We only ask that you help us put a large number of new voters on the books before the drive ends.

SIGNED (NAME OF SPONSORING GROUP)  
BY \_\_\_\_\_

(Call a meeting of ministers of the community-A luncheon or buffet supper would be fine- THE ABOVE COMMUNICATION SHOULD BE MIMEOGRAPHED OR PRINTED AND DISTRIBUTED TO THEM FOR USE OF THEIR CHURCH COMMITTEES).

ORGANIZING A VOTER REGISTRATION CAMPAIGN

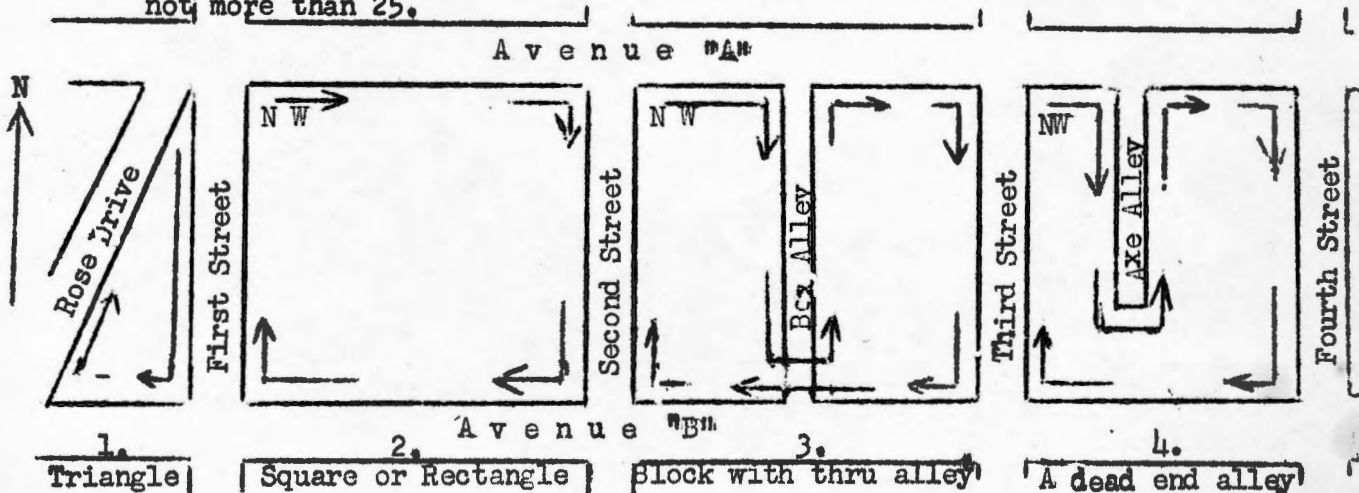
Voter-registration should be a continuing campaign, but it cannot be done effectively by two or three persons, no matter how dedicated they may be. They cannot see and persuade people to register sufficiently to cause office-seekers to want the Negro vote. The same energy, behind a plan, will secure the numbers of registered voters one individual can get times the total number of good workers used. But certain basic steps are necessary, adjusted according to conditions:

1. Subject to steps 1-4, pages 5-10 and under steps 5-7, pages 11-13.
2. Next, be sure to contact the County registrar, sheriff, judge, school superintendent, mayor and/or chief of police. Do not send one person, it must be a committee of several persons .
3. Set up a plan, if not like the one outlined; be sure to follow a system.
4. No plan really succeeds without block workers; get as many as possible.

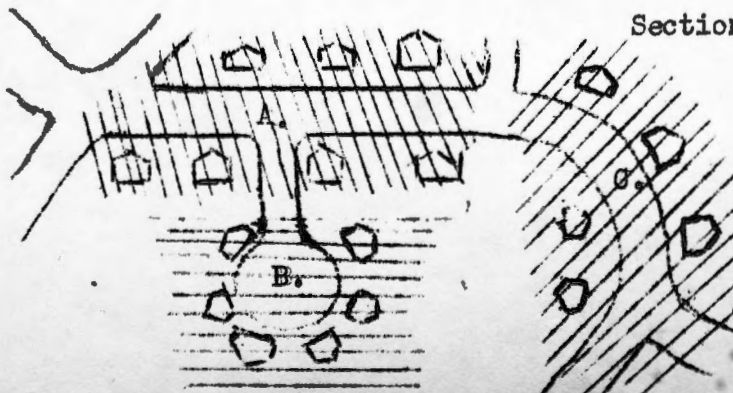
INSTRUCTIONS FOR BLOCK WORKERS OR BLOCK CANVASSERS

(Mimeograph and give to each worker, pages 25, 26, and 27).

1. Assign one worker to each block, apartment or section of a block street or road, depending upon the number of families residing there. A worker should not be given more families than he or she has time to contact: 5, 10, 15 or not more than 25.



If two or more workers live in the same block, divide it between them in specific parts. Begin at one corner, best, the northwest corner, and circle the block without crossing the street, turning right at each corner. Call at each house or apartment, in order. Work around alleys as shown figures 3 and 4. In this way, a worker can be sure of not missing a single house.



- Section A. One worker - 7 houses
- B. One worker - 6 houses
- C. One worker - 5 houses

When streets or roads curve and are not blocked, assign one worker to a section of each street, with a minimum number of houses.

INSTRUCTIONS FOR BLOCK WORKERS OR BLOCK CANVASSERS  
(Continued)

2. Give to each worker or canvasser sufficient " Census Sheets" for his section; ask him to fill them out as he works and turn them in promptly. (Check each item on the Cenus Sheet Carefully.)
  - A. First, fill out the top of the form in full, before starting to work.
  - B. House, R. F. D. or Box No. Place the numbers before each name.
  - C. Name of citizen canvassed should be written plainly.
  - D. Registered-Place a check mark (✓) if "yes", an (x) if "no" and show the date he plans to register.
  - E. Wish Transportation? If it is provided and needed, check (✓).
  - F. Will Get How Many - Urge the registered citizen to get others to do so and insert the number he agress to get (1 to 3, or more).
  - G. Voted in three Years. Insert "Yes" or "No" - This is important; by law the name will be dropped if one fails to vote in three years; if he has not voted in three years, he must go to the Registrars offise to reinstate, when notified by the registrar.
  - H. Address Correct - Many persons move and do not notify the Registrar; if so, check (✓) - In each case, fill out a card, have it signed and mailed to the Board of Registrars, County Courthouse.
  - I. Paid or Will Pay - Insert date, if dues or contributions are sought.
  - J. Telephone No. or Other Notes - If citizen is not at home, check (✓); or column may be used for other notations.
  - K. Be sure to use a separate sheet for each street in your block or assignment, even if there are only one or two voters on the street. If there are no persons 18 years of age or over living on the street, turn in a sheet for it marked: "None Eligible" in the space for name.
  - L. Turn in each sheet to your precinct leader as it is finished; show date cerisus was completed.



A PROGRAM FOR YOUTH

- I. Establishment of a statewide Youth Registration Committee for the purpose of teaching and encouraging citizenship, as an auxiliary to the Statewide Registration Committee.
  - A. The organization shall elect such state and officers and committees as may be deemed necessary.
  - B. An annual meeting shall be held for the purpose of planning registration activities, in co-operation with the adult program.
  - C. Local Youth Registration Committees may be established in each county and may send delegates to the meetings of the regional and statewide organizations.
- II. Local or County Youth Registration Committees should be established on the following basis:
  - A. On the framework of college or high school organization, if possible.
  - B. Extend into the community for the purpose of enlisting every possible youth and young adult.
  - C. Carry out community citizenship programs and clinics.
  - D. Register youth as they reach the age of 18.
    1. Begin enlisting youth as they reach high school age.
    2. Arrange a birthday registration party once each month and get youth to the registration office.
    3. Honor those who become registered.
  - E. Set up plans for encouraging parents to register and vote.
  - F. Arrange teams to make house to house canvasses, section by section. Coordinate activities with adult registration programs.
  - G. Work with adults on "get out the vote" campaigns by furnishing voluntary workers, car pools, block workers, telephone committees.

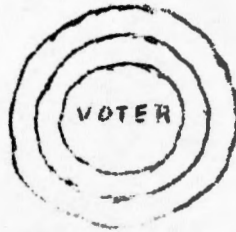
**"GET OUT THE VOTE"**

The Voters Registration Program in your area will be as dead as a doornail if the Qualified Voter STAY AT HOME on election day. Don't take it for granted that people are going to vote. Act Now!! After election day will be too late.

Don't use the shotgun technique, find out who is qualified to vote and aim all of your efforts straight at the qualified VOTER.

A. Secure a list of registered voters from the registrar's office; Look up telephone numbers.

1. Prepare a personal contact card and a poll watcher's card for each qualified voter. By use of carbon paper they can be prepared at one time from Voter's List.



a. The contact card is the card used by volunteer block leaders to make personal contact with each voter.

b. On this card, in the following order, put the voter's address, name and phone number.

<u>CONTACT CARD</u>
201 Smith St. John Doe PL 3-9184 3" X 5"

2. Now divide these cards according to addresses into units of no more than eight (8) each. (ex. if eight (8) voters live in the 200 block of Smith Street, take these persons' cards and wrap a rubber band around them. Now you have a unit of cards).

3. Find a volunteer voter in this unit who will contact the other seven (7) voters in the 200 block Smith St. (You will be surprised to find out that a simple phone call is all that is needed sometimes to secure a good volunteer.)

B. Select enough poll watchers to cover every voting place all day. The poll watcher's card is used by the poll watchers at each voting place.

1. This card should contain, in the following order, name (last name first), address and phone number. 3" X 5"

<u>POLL WATCHER'S CARD</u>
201 Smith St. John Doe PL 3-9184

2. These cards should be filed in alphabetical order according to precinct or voting districts (A shoe box makes a good file).

3. These cards will be used at the polls by the poll watchers. They will pull the voters' cards as they come to the polls and notify their headquarters about tardy voters.

C. Divide the voters list into groups of 25 to 50 voters, assign one list to each telephone worker to call twice, once the week before election, and a second time the day before election.



Here are the groups at which you should take special aim.

ORGANIZATIONI. VOTING DISTRICT HEADQUARTERS AND CHAIRMAN

Each voting district should have a headquarters (someone's home will do) and a Precinct or District Chairman.

1. Headquarters -- a base for the "get out the vote project."
2. Headquarters Chairman -- it is the duty of the Headquarters Chairman to direct the operation.

II. WORKERS NEEDED ON ELECTION DAY

1. Cars for transportation (2 cars on call at the Voting District Headquarters).
2. Baby sitters (2 each on call at the Baby Sitters Headquarters).
3. Poll watchers (2 watchers each on two hour shifts). It will be the duty of these workers to report to headquarters the names of tardy voters. Headquarters in turn will contact these voters and get them to the polls. (Use your block workers).
4. Telephone workers, one for every 25 numbers, to call mostly in the evening.
5. Refreshment Committee -- this committee will furnish hot coffee, donuts, etc., to the workers.

III. Time is short, adapt this information to fit your needs, but above all, it is important that you GET STARTED. No alibis after election, put ACTION into your Voter Registration Program.

IV. When candidates for office learn that you are organized and have a representative number of registered voters, they will seek to contact you. If they don't, let them know about your organization and wait until they seek your support.

1. Meet with them in Committee and assure them of your interest in electing qualified officials.
2. Make no definite promises, but adopt a procedure for screening and hearing the platforms of all candidates.

IMPORTANT NOTICE

Be sure to notify all voters as to the opening and closing hours of the polls. Urge voters to cast their ballots before going to work. TOO EARLY is better than TOO LATE.