

*the making of*

# A CITIZEN





*One of the basic precepts of our government is that it derives its “just powers from the consent of the governed.”*

As individuals, we give these “just powers” to our elected representatives who carry out the functions of government for us.

Unfortunately, too many of us forget about these representatives after the election is over, and do not let them know our views on pending legislation. This means our representatives often have to make decisions affecting our welfare without really knowing how we feel.

The “Making of a Citizen” begins with the realization that there are many opportunities for you, as an individual, to work toward better government by participating in the affairs of your political party.

Good government doesn’t just “happen.” It occurs only when citizens — you and I — demand it and work toward it.

Sometimes what governments do — or what they fail to do — can be, to put it mildly, irksome. Who hasn’t at some time or another said to himself, “Something ought to be done about this.”

But what, after all, can one person do? What’s one small voice among millions? How can a single citizen influence government?

The answer to these questions is — plenty! Each American has a stronger voice in the affairs of his governments — federal, state and local — than he perhaps realizes.

# HELP WANTED

## NO EXPERIENCE NECESSARY

A great many opportunities exist for individuals to help in political work. Later pages contain a listing of useful functions that need to be performed in any party or campaign. Other types of volunteer work are also needed.

To get additional details on how to become active with the party of your choice, contact your local headquarters and tell them you want to volunteer. You may want to fill in below the addresses and telephone numbers of the major political parties, along with the name of the local chairman.

### DEMOCRATIC PARTY,

_____	_____
(Address)	(Tel. Number)
_____	
(Chairman)	

### REPUBLICAN PARTY,

_____	_____
(Address)	(Tel. Number)
_____	
(Chairman)	

*(List local or other parties.)*



# HOW YOU CAN HELP

## CAMPAIGN WORK

- Publicity
- Public speaking
- Arranging speaking engagements
- Speech writing
- Research
- Filing
- Typing
- Making phone calls to encourage  
people to register and vote
- Distributing literature
- Planning and putting out mailings
- Manning sound truck
- Preparing posters, streamers, etc.
- Putting up posters
- Distributing car stickers, buttons, etc.

## PRECINCT WORK

- Preparing voter index cards and lists
- Phone calls to get people to register  
and vote
- House to house canvassing
- Recruiting party workers
- Providing transportation to polls
- Poll clerk
- Registration clerk



*PRECINCT WORK, continued*

- Poll watcher
- Registration watcher
- Block captain
- Precinct leader

**MEETINGS, RALLIES, SOCIAL EVENTS**

- Planning programs
- Planning and running money-raising dinners
- Acting as master of ceremonies
- Ticket selling
- Bookkeeping
- Planning and running a rally
- Decorating arrangements
- Organizing parades
- Obtaining speakers
- Briefing speakers
- Escorting speakers to meeting places

**ADVANCED WORK**

- Ward chairman or leader
- Town chairman or leader
- County chairman or leader
- Campaign manager
- Finance chairman, publicity chairman, etc.
- Serving in an appointive office

# WRITING PUBLIC OFFICIALS

While your elected official wants to hear from you and needs to hear from you, the message should be meaningful. First, it should tell him where you stand. It, with others, will enable him to determine the aggregate "weight" of opinion among his constituents as to whether he should support, oppose or work for a modification of the proposed solution to a particular issue.

If the overwhelming "weight" of opinion — in terms of sheer numbers — is on one side or the other, this will influence him strongly.

If, however, the margin of weight on one side is not great, it becomes clear to him that a substantial number of his constituents are going to be unhappy with his vote — whichever way it is cast. In this instance, he must make doubly sure that he has a good explanation for the way he decides to vote. He will try to figure out what kind of a vote will make the most sense to the most people.

Thus, if you write a good letter — one which presents a constructive point of view based on sound facts and a genuine understanding of the issue — you can help him greatly toward a decision. And if others with your point of view do likewise, the reasoning of a well-informed minority presenting facts and sound arguments will influence his decision more than a majority merely requesting that he vote Yes or No.

A recent panel discussion by staff members of Congressmen and Senators on the subject of "Effective Letters to Elected Officials" produced the following suggestions:

## *1. The proper form for addressing a U. S. Senator is:*

THE HONORABLE JOHN DOE  
UNITED STATES SENATE  
WASHINGTON 25, D. C.

Dear Senator Doe:



2. *The proper form for addressing a U. S. Representative is:*

THE HONORABLE JOHN DOE  
THE HOUSE OF REPRESENTATIVES  
WASHINGTON 25, D.C.

Dear Mr. Doe:

3. *The proper form for addressing the Governor is:*

HONORABLE (*Name of governor*)  
GOVERNOR OF (*Name of state*)  
(*Address*)  
(*Capital city*)

Dear Governor :

4. *The proper form for addressing the Mayor is:*

HONORABLE (*Name of mayor*)  
MAYOR OF (*Name of city*)  
(*Address*)  
(*City*)

Dear Mayor :

5. *The proper form for addressing a City Councilman is:*

HONORABLE (*Name of councilman*)  
CITY COUNCIL  
(*Address*)  
(*City*)

Dear Mr. :

6. *The proper form for addressing a State Senator is:*

HONORABLE (*Name of senator*)  
(*State*) STATE SENATE  
(*Capital City*) (*State*)

Dear Senator :

7. *The proper form for addressing a State Representative is:*

HONORABLE (*Name of representative*)  
HOUSE OF REPRESENTATIVES  
(*Capital city*) (*State*)

Dear Mr. :

*Other suggestions made by the panel included:*

1. Understand the issue on which you are writing.
2. Present pertinent, specific facts in developing your case.
3. Keep your letter clear, concise and to the point.
4. Identify clearly any bill you may mention, if possible, by name and number.
5. Be courteous and sincere.
6. Keep informed through newspapers, magazines, radio, television and special reports on the progress of legislation in which you are interested. Then follow up with subsequent communications whenever the occasion warrants.
7. Do not hesitate to request an elected official to send to you whatever written reports or statements he may have on a given issue. These may take the opposite side of the questions, but they will show you his thinking in some depth, and may provide material for the development of further arguments on your part.
8. Keep track of your representative's votes on key issues. This not only informs you of his general political and governmental philosophy, but also provides useful background in letter writing. Reference on your part to his voting record lets him know unmistakably that here is a constituent who is watching his performance closely.
9. Remember your representatives need and want your advice. Any new factual material you can supply pertinent to the issue in question will help him gain a better understanding of the problem. Regardless of how competent and experienced any elected official may be, he cannot have all the facts on all the wide variety of important subjects on which he is expected to make intelligent decisions.
10. Multiply your effectiveness by discussing issues with your family, friends, and neighbors, and by encouraging them to communicate with elected officials.
11. Write congratulatory letters when pleased with a vote or stand on an issue.



# PEOPLE WITHOUT INFLUENCE

*By all means, avoid becoming identified with the following:*

1. **Man of few words** — “Dear Congressman, vote No on aid to Lower Slobovia.”
2. **Wire specialist** — Same as above, except he thinks that by relying on telegraphic brevity he can get away without giving the issue any real study. It usually won't work.
3. **The numberer and titler** — “Dear Congressman, please vote Yes on HR 10,000, a bill which would give tax relief to companies with overseas investments and operations.” (*A little better, but not much.*)
4. **The browbeater** — “Dear Congressman, I want you to know if you don't vote Yes on HR 10,000 I will not vote for you next time you run, nor will I contribute to your election campaign. P. S., A lot of my friends feel the way I do.”
5. **The fix seeker** — “Dear Congressman, you will remember that I worked hard in your election campaign, and now I am in trouble with the Bureau of Internal Revenue on a tax matter. I want you to speak to someone over at the Treasury and get him to halt this unjustified and entirely unwarranted inquiry of my tax return. I know I can safely leave the matter in your capable hands, and am looking forward to prompt action. Thank you in advance.”
6. **The wrong houser** — “Dear Congressman, I respectfully request that you vote No on S 20,000 which I understand will reach the floor of the Senate next week. The bill would, etc.” (*The Congressman might be elected to the Senate some time, but wait until he is to ask him about Senate bills.*)
7. **The parrotter** — This species of writer usually signs and sends a pretty good letter. It has one big flaw . . . It is identical with 49 others received on the same day from the same place, and has little more impact than one good letter. If circumstances call for adopting someone else's thinking, 50 signatures on one letter are better than 50 identical letters.

# VOTING INFORMATION

## WHO MAY VOTE?

In our area you must be a citizen of the United States. You must be 21 years of age. You must be registered as a voter, and meet minimum residence requirements (see below).

## VOTING REQUIREMENTS BY STATES

### *Period of Residence Required*

STATE	IN STATE	IN COUNTY	IN PRECINCT
Arizona	1 year	30 days	30 days
Colorado	1 year	90 days	15 days
Idaho	6 months	30 days	—
Montana	1 year	30 days	30 days
New Mexico	1 year	90 days	30 days
Texas	1 year	6 months	6 months
Utah	1 year	4 months	60 days
Wyoming	1 year	60 days	10 days

## HOW DO YOU REGISTER?

See the Ward Committeeman of either party, go to the City Hall, or to the County Court House and people there will direct you to the Registrar. You must take an oath to tell the truth, under penalties of the law for perjury or false statements. You must furnish sufficient information about yourself so that the official can identify you and pass on your eligibility. You must give your name, address, age, place of birth, and length of residence in the state, county and district.

## WHAT IS THE BALLOT?

The ballot is a paper or voting machine on which the names of candidates appear, and on which the voter marks or selects his choice.



## WHAT ABOUT VOTING MACHINES?

There are two types of voting machines in general use — the Automatic, which has the ballot arranged horizontally, and the Shoup with the ballot arranged vertically. These machines differ somewhat in operation, so check posted instructions.

## WHAT IS ABSENTEE VOTING?

In some states a qualified voter, who is absent from the county but is in the United States on election day, is permitted to vote by mail. Inmates of sailors' and soldiers' homes, patients in veterans' hospitals, teachers and their students who are in schools outside of their county, and people in Federal service can apply to their home board of elections by mail for an absentee voter's affidavit. (Consult your home board of elections for rules and regulations.) In most states a person who is ill and cannot come to the polls, may also make an application for an absentee voter's ballot to vote by mail.

## WHAT IS MEANT BY THE INDEPENDENT VOTER?

One who is not a member of any political party, or one who votes for candidates of different parties in accordance with his judgment based on the issues presented by the candidate.

## WHAT IS A CLOSED PRIMARY?

A primary in which those who have declared themselves to be Republicans must vote for Republican candidates, and those who have declared themselves to be Democrats must vote only for Democratic candidates.

## WHAT IS AN ELECTION BOARD?

A board which consists of three inspectors and two clerks, who are bipartisan, and who are appointed in each precinct by the county authorities. The Election Board determines qualifications of voters, supervises the polling, and sometimes counts the ballots.

## WHAT IS A PLURALITY?

The number of votes cast for a candidate in a contest of more than two candidates, which is greater than the number cast for any other contestant, but no more than half of the total votes cast.

## WHAT IS AN ELECTORAL COLLEGE?

The Constitution provides that the President be chosen directly through the "College of Electors," and indirectly through the popular vote of the people. The "Electoral College" is composed of as many representatives as there are Senators and Representatives in Congress. The number of electoral votes which can be cast by each state is determined by its comparative population. In each of the fifty states the total votes cast are counted. The candidate receiving the larger number of popular votes earns all the electoral votes of that state.

## WHAT IS A PRECINCT?

A small division for casting and counting votes in a city or ward.

## WHAT CONSTITUTES A VALID VOTE?

In order for your vote to be counted in the election you must place an X in the circle or square on the paper ballot as illustrated below.

These are legal marks:



These marks would void your ballot:





# OUR COMPANY'S POLICY

## Regarding Employee Participation in Politics

Mountain States Telephone, as a public utility serving people of all political affiliations, should not and will not engage in partisan politics, nor support any candidate for office.

Our company does believe in nonpartisan political activity to improve government. It will speak out for or against legislation and governmental activities which affect our telephone operations and our obligations to our employees, share owners and customers.

On the other hand, Mountain States wholeheartedly supports employee participation as individuals, in partisan politics. It believes this is the duty of every responsible citizen, and encourages employees to take a personal interest in and to work for the party of their choice.

The company wants employees to register and vote, to study the issues and candidates, to give financial support to their chosen party if they wish, and to feel free to participate in campaigns, particularly at the precinct level.

Holding elective office might conflict with effectively meeting our public responsibility for providing vital communications services. Furthermore, our company has no desire to have a direct voice in government through its employees in political offices, nor do we believe that our government should be run by groups seeking special political advantages.

Your choice of a political party and support of its candidates are not conditions for telephone employment or for advancement in the company.





# COMMANDMENTS FOR VOTERS

## 1. KEEP INFORMED!

Read newspapers and magazines. Listen to speeches, discussions, debates.

Then — form your own opinions.

## 2. STUDY THE CANDIDATES

Look up their past records. See what they stand for, and whether they have lived up to their promises.

## 3. PARTICIPATE IN CAMPAIGN

Attend precinct caucuses and political meetings. Make your voice heard in selection of candidates and formation of policy.

## 4. OFFER YOUR SERVICES

For essential chores and "leg work" in some pre-election job of your own choosing.

## 5. ENCOURAGE THOSE WITH CHARACTER

And competence to dedicate themselves to careers in public service. Government will never be any better than the people in it!

## 6. ALWAYS EXPRESS YOUR PREFERENCE

Even if your choice is limited to candidates who are not ideal, you should choose the best of the men offered!

## 7. STIMULATE OTHERS TO VOTE

(Within the limits prescribed by your state laws). Explain where and when to register and vote.

## 8. CONSIDER IT YOUR MORAL OBLIGATION TO VOTE

If we do not all use this most precious of privileges, we could lose it!

