

GEORGIA GOVERNMENT

GEORGIA GIRLS STATE



Sponsored By

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF GEORGIA**



Revised 2006

This Page Left Blank Intentionally.

TABLE OF CONTENTS

THE AMERICAN’S CREED	4
PLEDGE TO THE FLAG	4
GEORGIA GIRLS STATE	5
GENERAL RULES	5
ORDERLINESS	5
COUNSELORS	5
STATE LAWS	6
ORDINANCES OF CITIES	7
GEORGIA GIRLS STATE MANUAL	8
FORWARD	8
GOVERNMENT IN GEORGIA	8
GEORGIA LAWS	9
GEORGIA’S PUBLIC OFFICIALS	9
CITY GOVERNMENT	9
COUNTY GOVERNMENT	10
STATE GOVERNMENT	11
LEGISLATIVE BRANCH	11
EXECUTIVE BRANCH	13
JUDICIAL BRANCH	16
NOMINATIONS AND ELECTIONS IN GEORGIA	16
VOTER REQUIREMENTS	17
GOVERNMENT IN GEORGIA GIRLS STATE	18
NOMINATIONS AND ELECTIONS	18
CITY GOVERNMENT	19
MONDAY – CITY CONVENTIONS	19
FUNCTIONS AND DUTIES OF CITY OFFICERS	19
APPOINTIVE CITY OFFICERS	20
COUNTY GOVERNMENT	21
TUESDAY-COUNTY CONVENTIONS	21
FUNCTIONS AND DUTIES OF COUNTY OFFICERS	21
APPOINTIVE COUNTY OFFICERS	22
STATE GOVERNMENT	23
WEDNESDAY-STATE CONVENTIONS	23
FUNCTIONS AND DUTIES OF STATE OFFICERS	23
Legislative Branch	23
Consideration of Bills	24
Executive Branch	24
Appointive Officers, Executive Branch	25
Judicial Branch	26
POLITICAL GUIDELINES FOR GEORGIA GIRIS STATE	27
POLITICAL PARTIES	27
CAMPAIGNS	27
CONDUCT IN MEETINGS	28
PARLIAMENTARY PROCEDURE	28
A SIMPLE OUTLINE OF PARLIAMENTARY PROCEDURE	29
MAIN MOTION	29
SUBSIDIARY MOTION	30
INCIDENTAL MOTIONS	30
PRIVILEGED MOTION	30
DEFINITIONS	31
THE PURPOSE OF RULES OF PROCEDURE	31
CITY CHARTER	32
AGENDA FOR CITY, COUNTY, & STATE PARTY CONVENTIONS	34
CITY PARTY CONVENTION	34
COUNTY PARTY CONVENTION	34
STATE PARTY CONVENTION	34
OFFICIAL OATHS OF CERTAIN GEORGIA OFFICERS	35
FLAG PROTOCOL	36
PROCEDURES FOR FOLDING THE FLAG	37
FLAG FAQ	37
SONGS	39
REFERENCES	40
NOTES	40

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 nations; a 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 love it; to support its constitution; to obey its laws; to respect its flag; and to defend it against all enemies.

PLEDGE TO THE FLAG

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

GEORGIA GIRLS STATE

GENERAL RULES

Read this manual carefully as soon as you have your room assignment. You will find in it the information and procedures for city, county and state government for the week. Without this information you will be at a great disadvantage. It is invaluable to all citizens, especially a candidate for office or one who wants to help a candidate for office.

Citizens of Georgia Girls State are here to learn and observe how government is conducted. You will, so far as possible, govern yourselves accordingly.

All counselors are here to advise you on any problems of procedure.

A room is equipped as a Girls State Infirmary, and is in the charge of a competent nurse, who is on call. **EVERY ILLNESS, particularly colds, fevers, and stomach disorders MUST BE REPORTED IMMEDIATELY TO YOUR CITY COUNSELOR.** Every accident, no matter how small, particularly sprains, cuts, scratches, and blisters, **MUST BE REPORTED IMMEDIATELY TO YOUR CITY COUNSELOR.**

Girls State will be policed by a Girls State Police System of the City, County and State. Ordinances and State Laws passed by cities and the legislature will be rigidly enforced. The City Counselor of each city will appoint two State policeman from each City, whose duty it will be to see that all ordinances and laws are obeyed. The State policeman will be eligible for other positions.

ORDERLINESS

Each citizen will make her own bed and be responsible for the orderliness of her property. Sweeping out each room will be the responsibility of citizens housed there.

COUNSELORS

Should You Desire Advice On Governmental Practices, Consult Your City Counselor.

STATE LAWS

The following laws are in effect in Girls State at the time of the formation of Georgia Girls State. Besides these laws, all the laws of the State of Georgia as contained in the Official Code of Georgia Annotated (O.C.G.A.) are a part of the laws of Girls State. These laws may be added to by the Girls State Legislature.

SECTION 1. No citizen may leave the Girls State area during the continuance of Girls State except by a written pass, signed by her City Counselor and countersigned by the Director. (Leave passes will be issued only in cases of extreme emergency.) Any citizen violating this rule shall be guilty of a felony and will be sent home.

SECTION 2. Any citizen(s) using negative comments or derogatory remarks directed toward others or profanity shall be guilty of a felony.

SECTION 3. Any citizen, who damages, defaces or destroys property or who removes property from the dining room, lobbies, or dormitories shall be guilty of a felony.

SECTION 4. Any citizen who shall use her own automobile, or any other automobile during Girls State without the written permission of the Director, shall be guilty of a felony.

SECTION 5. Any citizen who shall smoke on the campus, or in any building shall be guilty of a felony.

SECTION 6. Any citizen who moves furniture from one room to another without permission from her City Counselor shall be guilty of a misdemeanor.

SECTION 7. Any citizen who shall fail to attend a General Assembly or any other scheduled meeting and who is not excused by her Counselor shall be guilty of a felony.

SECTION 8. Any citizen who shall fail to attend any meeting designated by her City Counselor shall be guilty of a felony.

SECTION 9. Any citizen who shall throw hulls, peelings, papers, soft drink cans, or other litter on the grounds of Girls State shall be guilty of a misdemeanor.

SECTION 10. Any citizen, other than a police officer or staff person of Girls State who shall make any noise after "lights out" that disturbs the sleep of any person, shall be guilty of a misdemeanor.

SECTION 11. Any citizen who shall not be in her city by 10:00 and not in bed by 11:00, with lights out and quiet, shall be guilty of a felony.

SECTION 12. Every crime declared to be a misdemeanor shall be punished by a fine not to exceed \$10.00, imprisonment not to exceed one day, or works on the public works not to exceed two days, or any or more of these punishments in the discretion of the judge. Every crime declared to be a felony may be punishable by expulsion from Girls State. A letter of explanation will be sent to parents, to the unit sponsoring the delegate, and one to the school officials of the school represented by the Girls State citizen.

NOTE: Felony means the commission of a serious crime. Misdemeanor means the commission of a crime of a less serious nature.

ORDINANCES OF CITIES

The following ordinances are in effect in each city of Girls State at the time of the formation of the city government. These ordinances may be added to, repealed or modified by the City Councils of the various cities (see City Charter, pp. 32 – 33):

SECTION 1. *Recorder's Court* – Any person who is charged with an offense against any of the ordinances of the City of _____ shall be informed by the summons in writing served on her, of the nature of her accusations; shall have compulsory process for obtaining witnesses in her behalf; shall have a speedy trial before the Recorder, or in her absence the Mayor, Mayor pro tempore, or one member of the City Council; shall be confronted by the witnesses against her and have the privilege of cross-examination, as in the Superior Courts of the State of Georgia. The same rules as to the examination of witnesses and the evidence presented or obtained in said courts, as far as they are applicable to examining courts, shall be applicable to cases before the Recorder's Court. The party accused shall have the privilege of defending herself, by counsel or by herself, or both, as to her shall seem proper. No one shall be condemned, fined, or punished without a chance of being heard in her defense. Officers of said City, informers, and parties injured, shall be competent witnesses, when not on trial.

SECTION 2. *The Summons* – It shall be the duty of the City Clerk in all cases where complaint is made or information given of any violation of any of the laws and ordinances of said City (whether the party be confined or not) to issue a summons directed to the accused, requiring said offender to appear before the Recorder's Court, to answer said charge, which summons shall contain the offense and time and place of trial, bear witness in the name of the Mayor, be signed officially by the Clerk, and directed for execution to the Chief or other officer or member of the police force, who shall execute the same by serving a copy upon the accused, or by leaving it at her place of residence.

SECTION 3. *Recorder's Court Rules* – The Recorder's Court shall be controlled by the rules of the Superior Courts, as far as they are applicable to the Recorder's Courts, and a sound constitution of the charter and ordinances of the City.

SECTION 4. *Punishment of Offenders* – All offenders against the ordinances and laws of said City shall be tried by the Recorder's Court, and said Court may impose such punishments as is provided by the laws and ordinances of said City for the offenses of which said offender may be guilty.

SECTION 5. *Contempt of Court* – Any person who, during the sitting of the Recorder's Court, or during a session of the City Council, shall be guilty of Contempt of Court, or of Council, or refuses to abide by any sentence or order of said Court or Council aforesaid, shall be fined in a sum not exceeding one dollar and costs, or confinement, or both, as shall seem expedient or proper under the circumstances.

SECTION 6. *Disorderly Conduct* – Any person who shall, within the corporate limits of the City of _____, be guilty of disorderly and unladylike conduct shall on conviction, pay a fine of not exceeding one dollar and costs, or be imprisoned not more than one day, in the discretion of the Recorder's Court.

SECTION 7. *Throwing Litter on Floors* – It shall be disorderly conduct and unlawful for anyone to throw hulls, peelings, papers, or other litter upon the sidewalks, streets, or upon the floors of the rooms of this City. Anyone violating the provisions of this Section shall, on conviction before the Recorder's Court, and in the Court's discretion, be fined not more than one dollar and in default of immediate payment of such fine, shall be sentenced to work on the public works of said City not more than one day.

SECTION 8. *Disturbing Beds* – It shall be unlawful for any citizen to disturb the bed of any person without that person's permission. Any citizen violating this ordinance shall, on conviction thereof, for each offense be fined in a sum not exceeding \$2.00 and costs, or imprisonment not exceeding two days, or both, in the discretion of the Recorder's Court.

SECTION 9. *Arrest of Offenders* – The police shall arrest and confine any offender against the laws and ordinances of this City where, in their judgement, such arrest and confinement are necessary to secure said offenders appearance before the Court to answer her offense, or preserve the peace of the City.

SECTION 10. *Violators of State Laws* – Any person who shall commit a violation of the laws of this State in the presence of the Chief or officer or member of the police force, shall be arrested by them, or either of them, and taken before the proper judicial officer for examination.

SECTION 11. *Bail* – In all cases of violation of City ordinances, the person arrested shall be admitted to bail and the amount of the penalty of the bond shall be named by the Chief of Police; or in her absence, by the City Clerk. Where held on State warrants, the officer issuing same shall fix the bond.

GEORGIA GIRLS STATE MANUAL

FORWARD

This manual is designed as a guide rather than a text. Its purpose is to present a brief outline of the governmental structure of the State of Georgia and of her counterpart, the Georgia Girls State.

A government is an agency established and operated by men and women for the purpose of meeting the common needs, encouraging the ideals, and promoting the sound development of the people within its jurisdiction. The more complex a civilization becomes, the greater the need for government.

A government differs from a voluntary association in many ways. Its jurisdiction extends to all persons within its territorial limits. No person can voluntarily withdraw from the role of the government unless she leaves the territory within which its powers are exercised, and in that event she finds himself still ruled by a government, though a different one.

Government is unlike private business in that it does not seek profit, but is maintained through taxation. Everyone pays some form of tax to government, either direct or indirect. It is well to remember that the person from whom the government collects a tax is not always the one who actually pays it, since most taxes are shifted to the consumer or client of the property or business on which the tax is levied. If a government increases its services to the citizen, it must meet the added cost by collecting more taxes from her.

Government acts by law and through public officials. In some nations, laws (edicts, decrees) largely flow from a single official, known formerly as a monarch or tyrant, now as a dictator. In our State and nation, from the beginning of our independent existence, laws have had their source in the people themselves, and this is our assurance of liberty. In a word, our government is a democratic republic, and in spite of all the imperfections (and there are many) imposed upon it by human nature and conduct, this form of government is throughout the course of history the highest achievement in group self-control. In conception as well as in reality it is the greatest giver of individual liberty. To us, the direct beneficiaries, its blessings are so commonplace that we little realize their worth, and we are often dangerously unaware that they are threatened by those (within and without our country) who distrust, deny, or betray democracy.

We must always remember that any type of government is formulated and operated by human beings, and no human beings are perfect. Democracy, since it is operated by human beings, is subject to their limitations. It is not perfect because they are not perfect, but it is the form of government, which gives the people living under it the highest measure of freedom and opportunity.

The pattern of American government is distinguished by these features: The sovereignty of the people, expressed in a written constitution, which includes a Bill of Rights, creates three branches of government, provides for the separation of powers, and sets up certain checks and balances.

We live under two Constitutions – the Constitution of the United States and the Constitution of the State of Georgia. Both embody the same basic features, but they differ in one important respect: The Federal Government can exercise only the powers delegated to it by the States and enumerated in the United States Constitution, while each State government can exercise all remaining governmental powers except those forbidden it by its people through their State Constitution.

GOVERNMENT IN GEORGIA

The government of our State, one of the original thirteen, follows the American pattern explained above; while there have been many changes and developments in the details of the organization, the system itself remains fundamentally the same as originally conceived. The people remain sovereign, and the Constitution itself challenges anyone who would trespass on individual rights, or exceed the bounds of his authority.

Sovereignty of the People: One of the most important declarations in the Georgia Constitution is found in the first paragraph of Article I, Section 2: “All government, of right, originates with the people, is founded upon their will only, and is instituted solely for the good of the whole. Public officers are the trustees and servants of the people and are at all times amenable to them.”

The government of Georgia was established and is maintained through the sovereign will and consent of its citizens, expressed through the State Constitution, which cannot be amended or revised without a direct vote of the people.

Written Constitution: The present Constitution of Georgia is known as the Constitution of 1983, because it became effective in that year. It is Georgia’s tenth Constitution since she became a state. The Constitution itself provides the procedure for its revision and amendment.

Bill of Rights: Nothing is more vital to all of us than our personal freedom. No part of the Constitution is more important than the Bill of Rights, which safeguards freedom of worship, speech and press, right to trial by jury, protection against unreasonable searches and seizures, and the other recognized guaranties of individual freedom. So long as the Bill of Rights is observed in spirit as well as in letter, our liberties are secure. The Georgia Bill of Rights is set out in Article I of our Constitution.

Three Branches of Government: In Georgia, the three traditional branches of government remain separate, as follows:

The Legislative (The General Assembly),

The Executive (The Governor and other administrative officials and their assistants),

The Judicial (The Supreme Court, Court of Appeals, Superior Courts, and other subordinate courts).

Separation of Powers: The Georgia Constitution, like the United States Constitution, embodies the principle of separation of powers. While the Executive branch has the most numerous personnel and requires the largest expenditure to carry on its functions, nevertheless its powers are fundamentally no more important than those of the other two branches. The General Assembly *makes* the laws, the courts *interpret* them, and the Governor and other officials *administer* and *enforce* the laws thus made and interpreted.

Checks and Balances: There are, however, certain instances when one branch may “pull rein” upon another, and thus temper excess zeal or faulty judgement. For instance, the Governor has the power of veto over the acts of the General Assembly, and may thus require reconsideration of any law or appropriation, and a two-thirds vote instead of a majority of each House is then necessary to bring about its final enactment.

GEORGIA LAWS

Our laws are of four kinds, listed in the order of their superiority:

Constitutional Law is the fundamental law, contained in a single document, which declares principles rather than prescribes practices, is concerned with doctrines rather than with details. It is the foundation upon which the whole structure of our government rests. The U. S. Constitution is our supreme law, followed by the Georgia Constitution, which is superior to all other laws in Georgia.

Statutory Law is law made by the General Assembly under the authority given by the Constitution. Since the people elect the General Assembly, this kind of law, too, stems from them. The laws enacted at each session of the General Assembly are printed, and further added to the Official Code of Georgia Annotated.

Statutory law can be applied as either criminal or civil law. In criminal cases, a crime has been committed and the government brings action against the offender. Civil law deals with disputes between private parties, the parties can be individuals, business or the government.

Administrative Laws are the written rules and regulations of the state executive agencies. State statutes provide executive agencies the power to write rules and regulations.

Judicial (Case) Law is the court’s interpretations of written (statutory law). Judicial law may find a statutory law unconstitutional, or it could even be a decision such as a judge ordering the state to relieve overcrowding in a state prison.

It should also be noted that the governing body of a city or county may adopt local ordinances and resolutions pursuant to authority given by the General Assembly, but these are in force only within the territory of such city or county.

GEORGIA'S PUBLIC OFFICIALS

CITY GOVERNMENT

There are approximately 536 incorporated municipalities in Georgia. In most cases each municipality is created by a local act of the General Assembly, which act sets out the powers of the municipality and is known as the charter of the city. As the city is the creature of the General Assembly, the General Assembly can at any time change these powers and amend or even revoke the charter.

As the powers of a municipal government are set out in its charter, that government must confine its activities within the powers so set out, but in general use these municipal governments are of three types - The *Mayor-Council* type, the *Council-Manager* type and a *Commission* type.

There are two types of Mayor-Council; “Strong” Mayor-Council and “Weak” Mayor-Council. In the “Strong” Mayor-Council, the mayor has greater administrative power, which include preparing the budget, appointing and removing department heads. The Council is responsible for policy-making.

In the “Weak” Mayor-Council, the council has greater power than the mayor does. The mayor may preside over council meetings, but the mayor’s powers are limited. The council not only makes policy, but also is responsible for carrying it out.

MAYOR-COUNCIL TYPE: Under this form of government the major officials and their duties are:

(1) *City Council:* This is the city's governing body, and consists of three or more members: in some cities all are elected by the city at large, while in others each councilman is elected from and by a single ward. The Council determines the general policies of the city. By ordinance it grants public utility franchises, establishes public libraries, parks, etc., and makes regulations concerning traffic, zoning, street lighting, health, sanitation, and the control of certain types of business. An ordinance is drafted in the same manner as a bill introduced in the General Assembly. It must have a title summarizing its purpose. It must have an enacting clause, usually in the following form: "BE IT ENACTED by the Mayor and Council of the City of _____ as follows". Finally, it must have an effective date.

(2) *Mayor:* The Mayor is the chief executive of the city, elected by the people. She usually presides at meetings of Council, has the power to call the Council's attention to the City's problems, and to recommend action thereon. Usually, she has

power to veto ordinances and resolutions, which can then be repassed by Council only by an increased vote, usually two-thirds. She has general supervision over the executive branch of the city government.

(3) *Recorder*: This official, usually elected by the people, presides over the city Police Court with jurisdiction to try violations of city ordinances, and to bind over to the Grand Jury all persons accused of violating State laws where the evidence indicates probable suspicion of guilt. In smaller cities the Mayor often acts as Recorder.

(4) *City Attorney*: Usually appointed by Council, although sometimes elected by the people. He is the legal advisor of Council and other city officials. She prepares all contracts and ordinances, prosecutes cases in the Recorder's Court when required, and represents the city in all other cases where the city is a party.

(5) *City Clerk*: Usually chosen by the Council; keeps the minutes of that body and all other documents relating to city affairs.

(6) *City Treasurer*: Also usually chosen by Council; has custody of the city's funds and keeps the city's books.

(7) *City Police Chief*: Appointed by Council or by the Mayor, this officer is charged with direct responsibility for law enforcement and the preservation of order within the city, with power to arrest offenders.

(8) *City Fire Chief*: Appointed by Council or by the Mayor, is responsible for fire-prevention and fire fighting within the city.

(9) *City Parks Superintendent*: Appointed by Council or by the Mayor, has charge of city's parks, playgrounds and other recreational facilities.

(10) *City Health Commissioner*: Usually appointed by Council or by the Mayor and is charged with the promotion of health and the enforcement of health regulations.

Other officers, such as the city engineer, city assessor, waterworks superintendent, planning commission, civil service commission, hospital superintendent, and so on, are usually appointed by the Mayor, sometimes subject to confirmation by the Council.

COUNCIL-MANAGER TYPE: Under this type of city government the city council is the governing body, just as under the other type, determining the city's general policies and enacting all ordinances and resolutions. The Mayor, however, is simply a member of Council, chosen by that body from its own number to preside at Council meetings and act as ceremonial head of the city, but without executive power. The chief executive of the city is a City Manager chosen by Council on merit only, for an indefinite term and serving at its pleasure. She is selected for his administrative ability and appoints and removes all heads of departments and subordinate officers on the basis of merit and fitness. She is personally responsible for administrative discipline throughout the city government. She meets with the Council, but has no vote. With the above exceptions the other city officers under this type are similar to those under the Mayor-Council type.

COMMISSION TYPE: The Commission is usually composed of three to seven members and is elected by the city's voters, either at-large or from districts. The commission carries out many of the same duties as in the "Weak" Mayor-Council. They are responsible for the policy-making, and the budget. Usually the commission members serve as the department heads of the city. In some municipalities the mayor is elected by the people, and in others the mayor is a commission member. The mayor is the ceremonial head of the city.

COUNTY GOVERNMENT

The State of Georgia is divided into 159 areas called counties. Each county acts as a subdivision of the state, carrying out many state functions, as well as serving as a local government with responsibility for maintaining many of the traditional municipal services. In earlier times, counties only provided the very basic services, such as roads and bridges and taking care of the poor. Cities provided the more intense services, such as police patrol, fire protection, water, sewer, solid waste and recreation. Today, however, as nearly 75% of the population of the state lives outside of cities, counties are providing many more services.

Unlike cities, which are creatures of the legislature, counties are created by the people through the Constitution. While the legislature may dissolve a city by withdrawing its charter, counties may only be eliminated or merged through a direct vote of the people.

The governing body of each county is called the "*County Commission*" or the "*Board of Commissioners.*"* Commissioners are elected in partisan elections by the people of the county. The number of commissioners in a county range from one member (called a "*sole commissioner*"; there are currently ten counties with sole commissioners) to ten members. The chair of the commission may either be elected by the people or by the other members of the commission. Generally, commissioners, except popularly elected chairs, are elected from districts established by the General Assembly. Most commission jobs are part time, although sole commissioners and some chairs are full time.

Many counties hire a *county administrator* or *manager* to manage the day to day activities of the county. In other smaller counties, a *county clerk* provides the day to day operational support.

The *County Commission* is responsible for the overall operation of the county. They are required to develop and adopt a budget to support county operations. To fund the budget, they levy ad valorem taxes on property located in the county. In addition, there are other revenues, such as sales taxes, which may be imposed if approved in a referendum of the people.

The commissioners appoint a number of officials. They appoint a *Board of Tax Assessors* that determines the value of property in the county. That value is used to determine the amount of taxes paid by an individual. Once appointed, the tax assessor cannot be removed during their term of office except “for cause.” The Commission also appoints employees needed to carry out its other responsibilities, including transportation and roads, code enforcement, building inspection, zoning administration, recreation and parks administration, fire and emergency medical administration and emergency management.

In county government, there are also department heads that are elected by the people. The *sheriff, the clerk of court, the probate judge, and the tax commissioner* are the “*county officers*” and are charged with specific responsibilities. The *sheriff* is both the chief law enforcement officer of the county and an officer of the court. He is responsible for enforcing state laws, operating the jail, and serving court papers. Law enforcement powers, particularly traffic enforcement and criminal investigation, may be handled by a county police department created by the County Commission. New county police departments must be approved in a referendum.

The *clerk of court* maintains the county land records, as well as all court records. The clerk of court deals with jurors and all paperwork associated with the courts. They also handle such items as passport applications, notary public certificates, and Uniform Commercial Code filings.

If there is not an *elections superintendent or a board of elections*, the *probate judge* handles elections for the county. In addition, wills and estates are probated or settled in the Probate Court. This court also issues marriage licenses and concealed weapon permits, and oftentimes hears traffic cases.

The *tax commissioner* is responsible for billing and collecting ad valorem taxes for the county. A part of this duty is also the acceptance of tax returns and the sale of automobile tags and truck tags.

The Superior Court, State Court, Juvenile Court and Magistrate Court are also county functions. The judges for Superior Court, State Court and Magistrate Court are elected by the people. The Superior Court appoints the Juvenile Court judges. The district attorney prosecutes cases in Superior Court, while a solicitor prosecutes cases in State Court. The court a defendant goes to is determined by the crime committed, with the most serious crimes going to Superior Court.

Each county also has a school system. In addition, several cities have an independent school system. The schools are governed by a *Board of Education* that is elected by the people. The Board of Education is responsible for selecting a school superintendent who manages the operation of the school system under policies adopted by the Board of Education.

*Note: Georgia has three consolidated governments or governments where the county and city are now one government. These are Columbus-Muscogee County; Athens-Clarke County; and Augusta-Richmond County. The title of the officials of the governing body varies in each government.

STATE GOVERNMENT

LEGISLATIVE BRANCH

The General Assembly comprises the legislative branch of the Government of Georgia. Our Legislature is “bicameral”-i.e.; it is composed of two coordinate bodies; the Senate, and the House of Representatives.

The General Assembly meets at the Capitol, in Atlanta, where each body has a hall of its own. The regular sessions begin on the second Monday in January of each year for a 40-day period. After each body is organized and the oath of membership administered to the officers and members, a message is sent to the other body informing the members of that body of such organization. A concurrent resolution is then adopted directing that a committee composed of members of the Senate and the House of Representatives wait upon the Governor and inform him that the General Assembly is in session and ready for the transaction of business. The Governor’s Message, known as the “State of the State” address is then delivered before a joint meeting of the two bodies in the House chamber, at which the Lieutenant Governor presides.

The Legislature may also be called into special session at other times, either by the Governor to consider only matters designated by him (in which event the length of the special session is limited to 40 days), or by written declaration of emergency by at least three-fifths of the members elected to each House (in which event there is no restriction upon matters to be considered, but the special session is limited to 30 days).

No measure can become a law without the approval of a majority of the members elected to each House. All legislation is by bill, and may originate in either body, except that money bills must originate in the House of Representatives.

The following procedural steps are based on the Senate, where second reading occurs after a bill is reported from committee. In the House, second reading comes automatically the legislative day after introduction.

How a Bill Is Passed in the Georgia Legislature

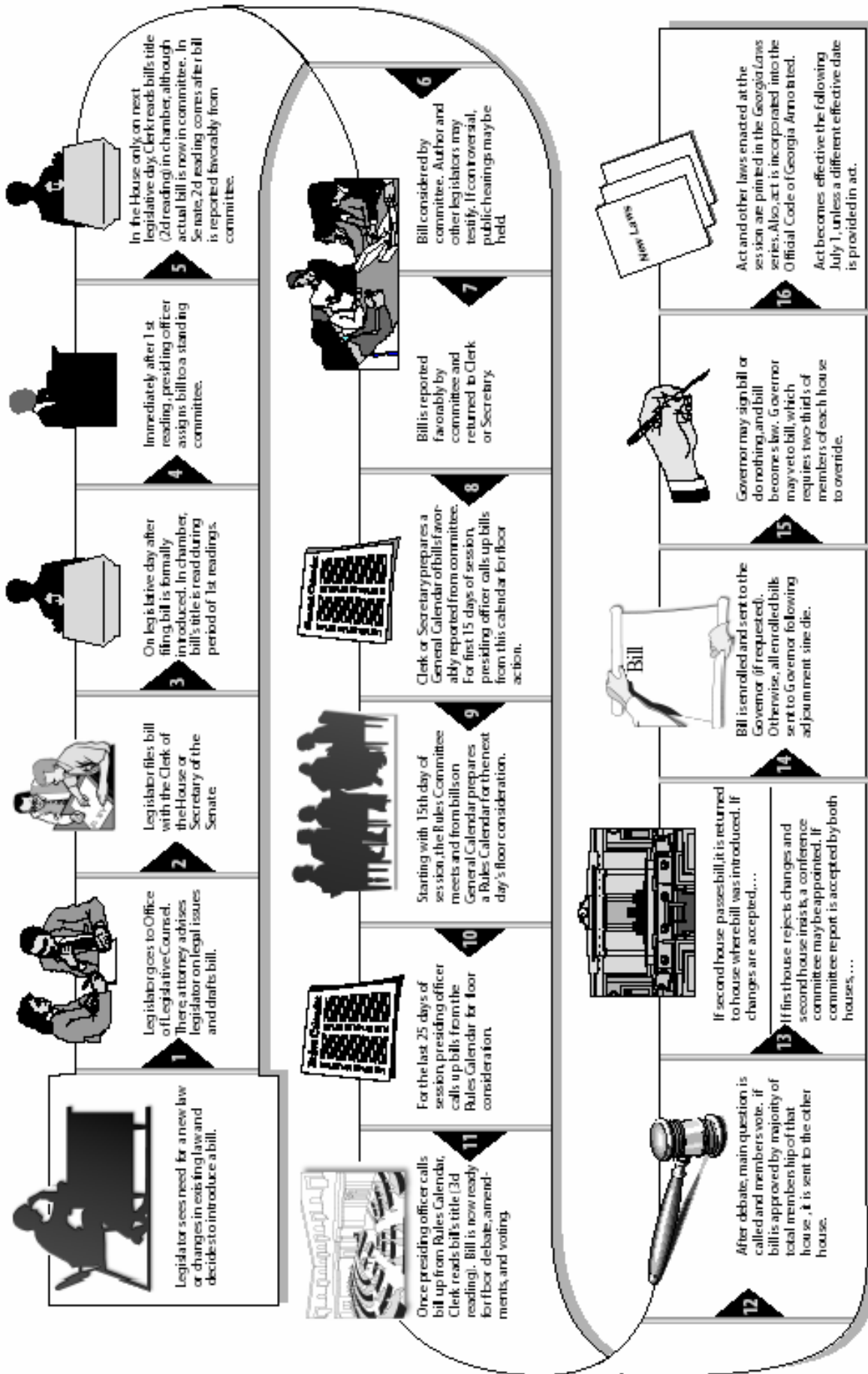


Figure 1

The procedure by which a bill eventually becomes law is as follows (see Figure 1):

1. Introduction of a bill by a legislator in the body of which he or she is a member.
2. First reading of the bill, by title.
3. Reference of the bill by the presiding officer to any appropriate committee.
4. Consideration of the bill by the committee to which referred, with public hearings if deemed desirable.
5. Committee report on the bill (with a recommendation that it pass or do not pass, or that it pass as amended by the committee), and its second reading, by title. If at this stage an adverse committee report is agreed to, the bill is lost unless reconsidered.
6. The third reading of the bill and consideration of committee amendments and of amendments from the floor.
7. Vote on the bill (by roll call in the case of constitutional amendments, appropriation measures, and any other bill if requested by one-fifth of the members present).
8. If approved by a majority of all members of the House where it originated, the bill is sent to the other House where it follows the course outlined in steps 3 and 7 above. If amended in the other House, the bill goes back to the House of its origin, which either agrees or disagrees to the amendments. If the latter, a conference committee may be appointed composed of both Houses.
9. If finally approved in the same form by both Houses, the bill is transmitted to the Governor. The Governor reviews all bills passed by the General Assembly before they shall become laws, but two-thirds of each House may pass a law notwithstanding the Governor's veto. Any bill not returned by the Governor within six days (Sundays excepted) after it has been presented to him shall become law unless the General Assembly by its adjournment, shall prevent its return, in which event the Governor shall have 40 days (Sundays excepted) from the date of adjournment in which to approve the same, and if not approved or vetoed within that time, the same shall become law. Whenever a bill has been vetoed by the Governor, it shall be the duty of the Governor to transmit such bill to the presiding officer of the branch of the General Assembly in which it originated together with a list of reasons, if any, for such veto. If a bill is vetoed after the adjournment of the General Assembly, the action of the Governor may be overridden at the next session of the General Assembly; provided, however, any bill vetoed by the Governor after the adjournment of the General Assembly immediately preceding the general election in which the Governor is elected shall not be subject to being overridden by the next regular session of the General Assembly, (Constitutional amendments are not subject to the Governor's veto.)
10. After the Governor approves a bill or after the General Assembly overrides the Governor's veto of a bill, such bill is assigned an Act number and transmitted to the Secretary of State where it becomes a permanent record.

The Senate is composed of 56 members, elected from 56 Senatorial Districts. The General Assembly has the authority to create, rearrange and change Senatorial Districts and to provide for the election of Senators from each Senatorial District, or from several districts embraced within one county in such manner as the General Assembly may deem advisable. The term of a State Senator is two years, beginning on the second Monday in January next following his election. He must be a citizen of the United States, at least 25 years old, and must have resided in Georgia for four years and in his district for one year.

The Lieutenant Governor, by virtue of his office, is President of the Senate. The President Pro tempore of the Senate is elected by that body from its own number to act as its presiding officer in the absence of the Lieutenant Governor; when presiding he votes only in case of a tie. The other major officers of the Senate are chosen from outside its membership. They are the Secretary, the Messenger and the Doorkeeper.

The House of Representatives is composed of 180 members, elected from 180 Representative Districts composed of a portion of a county, or a county or counties. The term of a Representative is two years, beginning on the second Monday in January next following his election. He must be a citizen of the United States, at least 21 years old, and must have resided in Georgia for two years and in his district for one year.

The presiding officer of the House is the Speaker, chosen by the House from its own membership. Pursuant to the House rules the Speaker appoints all committees. The House also chooses from its own membership a Speaker pro tempore, to preside in the Speaker's absence. The other major officers of the House, chosen from outside its membership, are its Clerk and its Sergeant-at-Arms.

EXECUTIVE BRANCH

The following state officials are elected by the people (see Figure 2):

Governor: The chief executive of the State is the Governor. To be eligible one must be at least 30 years old, a citizen of the United States for 15 years and of Georgia for 6 years. The Governor's term is 4 years, and he may succeed himself for another four-year term. Persons who have held the office of Governor and have succeeded themselves for a four-year term, shall not again be eligible to be elected to that office until after the expiration of four years from the conclusion of their last four-year term as Governor.

The Governor is required to see that all laws are executed and he has power to use the State's military forces for this purpose as well as to repel invasion or suppress insurrection. The Governor grants commissions to all elected officials, including United

States Senators and Representatives. He has power to suspend the collection of any State tax or taxes until the next meeting of the General Assembly, but no longer. All payments from the State treasury can be made only on his warrant. He is Director of the State budget, and as such can require quarterly budgets from every State department, and approve or reduce or eliminate any of the items therein; he can also transfer monies from one department to another. He appoints most members of state boards and commissions, subject to the Senate's confirmation. He can call special sessions of the General Assembly and prescribe the matters to be considered. Every bill passed by the General Assembly must be presented to the Governor before it becomes a law; he may disapprove it within six days and if he does so it does not become law unless reconsidered and passed by a two-thirds majority of the members elected to each House of the General Assembly. If he fails to act it becomes law unless the General Assembly adjourns within the six-day period. If the General Assembly adjourns within the six-day period, the Governor has 40 days in which to approve or veto the bill, and if he does not approve or veto it, it becomes law.

Lieutenant Governor: This officer acts as Governor upon the Governor's death, resignation, or disability, and until the next biennial election though the primary function of this office is to serve as President of the Senate.

Secretary of State: This officer keeps the Great Seal of the State, all the original acts passed by the General Assembly, and most of the other public records of the State. He supervises State elections and canvasses election returns on constitutional amendments and on all State and county officers. He enforces the Georgia laws regulating the issue and sale of securities and the use of trademarks. He grants charters to public utility corporations and certifies, for the State, the charters of all other corporations granted by the Superior Courts. He supervises the preservation and study of the State's records by the Division of Archives and History, and keeps all records for the various State Examining Boards which determine who shall be licensed to practice certain professions and trades in Georgia.

Attorney General: This officer is the legal advisor of every other officer and department in the Executive Branch of the State Government. He represents the State in the Supreme Court in all cases of capital crimes (those for which the punishment is death), and in all civil and criminal cases in any court when directed by the Governor.

Commissioner of Insurance: He administers the State insurance laws and appoints two State Fire Inspectors.

State School Superintendent: The requirements are U.S. citizen for 10 years, Georgia resident for 4 years prior to election, at least 25 years old at the time of assuming office, be of good moral character and "high educational standing," have 3 years practical experience as a teacher, hold a 5-year degree from an accredited college or university. The Superintendent has general supervision over the public schools of the state.

Commissioner of Agriculture: The requirements are U.S. citizen for 10 years, 4 years residency in Georgia, minimum age of 25, and experience as a practical farmer. He studies insects injurious to crops, inspects fertilizers and prohibits the sale of those failing to pass his tests, collects statistics on farming and farm products, administers the State's pure food laws, and in general promotes the improvement of agriculture. He has general supervision of the State's farmers' market.

Commissioner of Labor: This officer is responsible for administering all federal and Georgia labor laws and the administration of the unemployment insurance system.

Public Service Commission: This five-member body regulates public utilities in Georgia, including gas, electric, telephone, railroad, bus and truck companies and the rates they charge the public for service.

A complete list of all the other officials of the State cannot be given here, but the major ones (all, except the State Auditor and the Commissioner of Human Resources are appointed by the Governor with the advice and consent of the Senate) follow (see Figure 2):

State Auditor, Department of Audits and Accounts: The State Auditor is the administrative head of the Department of Audits and Accounts. The State Auditor, chosen by concurrent action of the House and Senate, audits the accounts of all departments and agencies of the State and works toward the improvement of accounting and record systems. He also audits the accounts of all school systems in the State.

Commissioner of Transportation, Department of Transportation: This officer has charge of all highway work designated, provided for, or done by the State or upon state-aid-roads.

Board of Pardon and Parole (5 members): This body can grant reprieves, pardons, and paroles to convicts and commute their sentences.

State Revenue Commissioner, Department of Revenue: This officer is charged with the enforcement of all the revenue laws of Georgia and has general supervision of tax administration throughout the State.

Commissioner of Human Resources, State Department of Human Resources: This officer is appointed by the Board of Human Resources, and is responsible with supervising, organizing, administering and executing the functions of the Department. They include but are not limited to; providing more than 100 programs that enable older people to live at home longer; preventing children from developing lifelong disabilities; training poor single parents to find and hold jobs; helping people with mental or physical disabilities live and work in their communities; and controlling the spread of disease.

Commissioner of Public Safety, Department of Public Safety: This officer is appointed by a Board consisting of the Governor, two peace officers appointed by him, the Attorney General, Adjutant General, Highway Department Director, and Commissioner of Insurance. He and the members of the State Patrol under him enforce the State's traffic laws, aid in enforcing other laws, issue drivers' license, and carry on a safety education program.

JUDICIAL BRANCH

Inferior Courts: There is such a variety of lower courts in Georgia that no description of them will be attempted here except to say that their number includes municipal courts, magistrate courts, recorder’s court, county courts, probate courts, and police courts. They deal primarily with traffic matters, local ordinances, game and fish laws, and other misdemeanors. They also process warrants and may conduct preliminary hearings to determine “probable cause” in criminal cases.

Superior Courts: There are 48 Superior Court circuits in Georgia, each Superior Court circuit has at least one Judge. There are a total of 177 Superior Court Judges in the State. Each judge is elected in a nonpartisan election in his circuit for a four-year term. The Superior Courts have original and exclusive jurisdiction in both civil and criminal cases, divorce cases, cases involving title to land, equity cases, and felony cases, except in the case of juvenile offenders. These courts are also appellate courts to review decisions of lower courts.

District Attorney: In each Superior Court circuit there is a District Attorney elected by the voters within the circuit for a four-year term. The district attorney is the chief prosecuting officer representing the state in all cases in the circuit’s superior court and all cases taken up on appeal including cases from the juvenile courts of the circuit

Court of Appeals: This Court, consisting of a Chief Judge and eleven Associate Judges elected by the people in nonpartisan elections for six-year terms, has appellate jurisdiction only, hearing appeals from decisions of the Superior Courts and lower courts.

Supreme Court: The Supreme Court of Georgia consists of a Chief Justice and six Associate Justices, all elected by the people in nonpartisan elections for six-year terms. The Supreme Court is Georgia’s highest court of review, exercising exclusive jurisdiction over all cases involving the construction of the Federal or Georgia constitutions, or treaties. The court also exercises general appellate jurisdiction in cases involving title to land, divorce, equity, wills, habeas corpus, cases involving capital punishment, and cases certified to it by the Court of Appeals. It also may on its own motion take a case from the Court of Appeals. Its decisions bind the Court of Appeals as precedents.

NOMINATIONS AND ELECTIONS IN GEORGIA

Georgia voters select party nominees from a group of potential candidates in a primary election. To be eligible for a primary, a candidate must meet the qualifications for that office, file for office and pay the required fee. If a member of a political party, the party must certify the qualifications of the candidate. Fees are fixed according to the Official Code of Georgia Annotated (O.C.G.A.).

Primaries in Georgia are “open”, which means that a voter eligible to vote in the general election may vote in any party’s primary. The voter must tell the poll workers which party’s ballot they wish to use. In presidential election years, Georgia holds two primaries (see chart below) – the presidential primary in March and the primary for state and local offices in July. The general election is then held in November.

Georgia requires a majority vote during an election. If no candidate receives 50% of the vote, then the top two candidates are required to be in a run-off election. The candidate receiving over 50% of the votes is then declared the winner.

Non-partisan elections are held for most elected officials of the judiciary system and also for most municipal and county elections. They are conducted during general elections.

Georgia’s elections are conducted according to the election laws as set forth by the federal government and the General Assembly in Title 21 of the Georgia Code. The Secretary of State is Georgia’s Election Officer. The Election Division in the Secretary of State’s office oversees elections.

	<i>Primary election</i>	<i>General Election</i>
CITY	Third Tuesday in July (O.C.G.A. 21-2-150)	Tuesday after first Monday in November (O.C.G.A. 21-2-9)
COUNTY	Third Tuesday in July (O.C.G.A. 21-2-150)	Tuesday after first Monday in November (O.C.G.A. 21-2-9)
STATE	Third Tuesday in July (O.C.G.A. 21-2-150) Runoff (if any): The 21st day after the primary or general election (O.C.G.A. 21-2-501(a))	Tuesday after first Monday in November (O.C.G.A. 21-2-9)
PRESIDENTIAL	First Tuesday in March (O.C.G.A. 21-2-191)	Tuesday after first Monday in November (Federal Law)

VOTER REQUIREMENTS

The following are the requirements to be eligible to vote in Georgia:

- A citizen of the United States,
- Eighteen years old at the time of the primary or election,
- A legal resident of Georgia and the county she/he wishes to vote: and
- Not under conviction of a felony involving mental turpitude (unless pardoned) or adjudicated mentally incompetent.

You may register at any number of places such as: when applying for a driver's license, public high schools, public libraries, colleges, universities, county or municipal clerk offices and other locations. There is no registration by party in Georgia.

GOVERNMENT IN GEORGIA GIRLS STATE

Governments and governmental procedures in Georgia Girls State are patterned as closely as possible after those of the actual government of Georgia. Necessarily, however, there are some omissions and a few modifications.

NOMINATIONS AND ELECTIONS

In Georgia Girls State all citizens are assumed to be voting age, organized into twelve cities and four counties (three cities to each county). Upon registration each citizen becomes a qualified voter and eligible to hold any office within the State or its subdivisions.

The twelve cities shall be known and located in counties named as:

<i>Liberty County</i>	<i>Gwinnett County</i>	<i>Hall County</i>	<i>Walton County</i>
George City	Houston City	Irwin City	Mitchell City
Grady City	Harris City	Jackson City	Tattnall City
Lanier City	Telfair City	Emanuel City	Baldwin City

In Girls State there shall be four congressional districts, each composed of a county. There shall be four senatorial districts, Senators shall serve from each district. To avoid confusion in Georgia Girls State we will use the same districts for state representative districts, four in number, and representatives shall serve from each district.

Each citizen may hold an office, either elective or appointive. **BUT NO CITIZEN MAY HOLD MORE THAN ONE ELECTIVE OFFICE NOR RESIGN AN OFFICE TO RUN FOR ANOTHER EXCEPT AS FOLLOWS:**

- The holder of one or more party offices (City, county, or state chairman or secretary of her party) may in addition hold one other office.
- A city councilman or recorder may run for a County or State office and if elected shall resign her city office.
- Service on a jury is not considered as the holding of an office, nor is service as a newspaper editor or staff member or as a State policeman or deputy sheriff or volunteer firemen so considered.
- Citizens elected as Speaker of the House, President Pro tempore of the Senate, Clerk of the House or Secretary of the Senate may hold **NO** other office. *You may not resign from these offices.*
- No member of a city election board can serve as such at any election if she is a candidate in such election, but she may resign her election board membership to run in any election; the vacancy so created will be filled in the same manner as she was originally chosen.

If you try for an office and fail to win the nomination or election, do not stop, but try for another office.

No one will force you to vote, but surely you will realize not only that it is a civic duty and obligation of citizenship, but also that it is the only way that all citizens can participate in their business of government. All of us would fight to *keep* the right to vote, so let's not fail to use it.

Citizens of Girls State who catch the real spirit of the undertaking - that of preparation for being dependable leaders and discerning followers when their day comes to operate the actual machinery of Georgia's government - will realize that the part played by a deputy fire chief is fully as important as that of the citizen who is chosen Governor.

Though Georgia uses the open primary in which voters can vote in any party's primary, we shall not use this system. Girls State citizens will meet in a party caucus or convention to select the party's candidates, and each citizen will be considered a delegate to the convention of her party in her city and county as well as in the State as a whole.

Each citizen when she registered was arbitrarily assigned to one of the two parties, Nationalist and Federalist. These labels are merely for convenience and have no significance; but in Girls State the party affiliation is to be strictly adhered to during the process of *nominating* candidates.

After candidates for office have been nominated, party identities may be disregarded until the next party meetings are held. The secret ballot will be used for all general elections in Girls State and each citizen may vote for the candidate she regards as best fitted for the office, regardless of her party affiliation. A plurality is required for election. In the event of a tie for any office, a runover is ordinarily held, but in Girls State the tie will be broken by tossing a coin.

The schedule of conventions and order of political business will be as follows.

CITY GOVERNMENT

MONDAY – CITY CONVENTIONS

The members of the Federalist Party of each city will meet at a convention of their party under the supervision of their city counselor, while the Nationalist Party is doing the same (see Agenda p. 34).

The first order of business shall be for each citizen in turn to rise and choose a PARTY CHAIRMAN for the City, whose duty will be to preside over the convention and act as general campaign chairman for the party's candidates for city office.

As soon as elected she should take the chair and call for nominations for PARTY SECRETARY of the city. The party secretary will keep minutes of the party conventions and will also act as a member of the city election board.

Next the chairman should call for nominations in turn for each of the city offices listed below. There should be no limit to the number of candidates proposed for any nomination. The vote should be taken by a show of hands, except that a roll-call vote should be taken if any citizen requests it.

The elective city offices to be filled are as follows (for duties and functions, see pp. 19-20):

MAYOR
RECORDER
FIVE COUNCILMEN

Immediately after the party's candidates for those offices have been selected, the Secretary must report the names of all candidates to General Headquarters on Form 1, together with the names of the party's city chairman and secretary, in order that the ballots can be printed.

The two city party secretaries of each city will then choose a third citizen of their city to act with them as *City Election Board*. As soon as they have done this, the three members of the Election Board of each city will report to General Headquarters to receive the ballots, ballot boxes and registration list.

The twelve city chairmen of the Federalist Party will together constitute that party's platform committee, to draft a party platform and report to the State Convention of the Federalist Party, which is to be held Wednesday morning. The city chairmen of the Nationalist Party will do likewise for their party.

As soon as the city conventions adjourn, the campaign in each city will begin.

After the election, the election board will count the ballots and report the result to General Headquarters on Form 5. The City Counselor will then swear in the newly elected officers at a meeting in the city precinct.

The Mayor will then appoint the four city appointive officers as indicated below. The Mayor should report these appointments on Form 6 to General Headquarters at once.

When the City Council meets, it should make its appointments, certify them on Form 7 and return to General Headquarters when completed.

FUNCTIONS AND DUTIES OF CITY OFFICERS

City officials in each city are Mayor, Recorder, and five Councilmen.

The Strong Mayor-Council type city government, since it predominates in Georgia, is used in your cities. However, the city council may (and should, if a substantial number of citizens petition therefore) submit to the voters at a special election the question of changing to the city manager type of government. If the vote is favorable, new city officials will be elected.

From their election on Monday until the county governments begin to function, all authority will rest in the hands of the city officers. As county officers are elected, they will take over certain functions theretofore administered by city officers alone. In all instances of overlapping jurisdiction, the county officers' authority is superior to that of city officers.

Following is an outline of the duties of each officer:

MAYOR. The Mayor:

1. Presides at all meetings of the city council.
2. Appoints Police Chief, Fire Chief, Health Commissioner, and Superintendent of Parks. She may (for good cause) remove these assistants from office at will and replace them.
3. Supervises the work of all appointive assistants.
4. Promulgates city ordinances by publication in the city newspaper or by posting in a prominent place in the city. She may veto any ordinance passed by the council if she does so within twenty-four hours from the time the ordinance was passed, otherwise it is valid without her signature. An ordinance may be passed over the Mayor's veto by a two-thirds majority of the council.

RECORDER. The Recorder's Court has the following jurisdiction: to try infractions of city ordinances and to bind over to the Grand Jury other cases. The Recorder's duties are:

1. To organize her court, fix a regular time and place for holding court, and require any peace officer to enforce her decisions.
2. To hear and render a decision with regard to all cases within her jurisdiction that are brought before her.

CITY COUNCIL. Five city councilmen are elected in each city. The functions of the Council are:

1. To act as the city's legislative body.
2. To appoint the City Attorney and the City Clerk-Treasurer.
3. To hear reports of the activities of the Mayor and other elective officers.

APPOINTIVE CITY OFFICERS

CITY ATTORNEY. This officer, chosen by City Council, must:

1. Give legal advice to the Mayor and other officers of the municipal government.
2. Defend the city against lawsuits, and represent the city when the city is plaintiff before any court.
3. When required, act as prosecutor for violations of city ordinances.

CITY CLERK - TREASURER. This officer, chosen by City Council, is the official record-keeper of the city and the official custodian of the city's property. She must:

1. Keep records of Council meetings, including votes on ordinances introduced and adopted.
2. Act as secretary to the City Counselor.
3. Act as postmaster and pickup and deliver the mail to the addressee.

POLICE CHIEF. This officer is chosen by the Mayor. Her duties are:

1. To act as the principal agent for law enforcement in the city, seeing that ordinances are observed and order maintained.
2. To arrest and place in the city detention area any person charged with the violation of an ordinance.
3. To guard the city area from pilfering and disturbance.
4. To act as bailiff in the Recorder's Court.
5. To cooperate with the State Department of Public Safety and the county sheriff in enforcing the peace.
6. She is the Counselor's aide in maintaining order and will assist with the nightly check of rooms and beds of citizens.

FIRE CHIEF. This officer is chosen by the *Mayor*. Her duties are:

1. To inspect the area of her city for fire hazards, and report any found.
2. To check fire-fighting equipment in her area, such as extinguishers, etc.
3. To turn off the lights promptly at 11:00 each night unless otherwise directed by the City Counselor.

HEALTH COMMISSIONER. This officer is chosen by the *Mayor*. Her duties are:

1. To report to the City Counselor the name of all citizens who are sick; to escort them to the infirmary when necessary.
2. To make daily inspection of the sanitary conditions of the area, including showers, baths, toilets, drains, etc. and report any problems found to the counselor.
3. To have charge of morning cleanup of quarters. (She may file a complaint and cause the arrest of citizens failing to cooperate with sanitary measures.)

SUPERINTENDENT OF PARKS. This official, chosen by the *Mayor*, should:

1. Promote participation by the citizens of her city in athletic and other recreational programs.
2. Regulate the use of and be responsible for sports equipment assigned to her city.
3. Cooperate in every possible way with the Supervisor of Recreation.
4. Coordinate the talent for her city with the City Counselor and General Headquarters.

COUNTY GOVERNMENT

TUESDAY-COUNTY CONVENTIONS

Each party in each County will meet with the county counselor as temporary chairman. The same order of business will be followed as in the case of the city convention, including the selection of the party's County Chairman and Secretary (see Agenda p. 34).

The elective offices to be filled at the county election are as follows: (for duties and functions, see pp. 21-22)

COUNTY COMMISSIONERS (One from each City)
SHERIFF
SUPERIOR COURT JUDGE
CLERK OF SUPERIOR COURT
DISTRICT ATTORNEY
COUNTY TREASURER
JUDGE OF PROBATE COURT
CORONER
COUNTY BOARD OF EDUCATION (One from each City)

Immediately after the party's candidates for these offices have been selected, the Secretary of the county convention shall report all names to General Headquarters, together with the names of the party's county chairman and secretary, on Form 8. This must be done as soon as possible in order that the ballots may be printed.

Nominees will start their campaigns immediately after nomination.

Tuesday afternoon the voting in the county general election will begin. Citizens will vote in their respective cities. In voting for County Commissioner, vote **ONLY** for the Commissioner from your city. The election board in each city will certify the results of the election to General Headquarters on Form 10.

The Sheriff will then appoint the two county appointive officers as indicated below. The Sheriff should report these appointments on Form 11 to General Headquarters at once.

When the Board of Commissioners meets, it should make its appointments and certify them on Form 12.

FUNCTIONS AND DUTIES OF COUNTY OFFICERS

Your elective county officers are as follows: three County Commissioners, Sheriff, Superior Court Judge, Clerk of Superior Court, District Attorney, County Treasurer, Judge of Probate Court, Coroner, and County Board Of Education (three).

The board of commissioners type of county government, which predominates in Georgia, is used in Girls State. However, your General Assembly may at any time change the number or method of selection of county commissioners or the type of county government without referring the questions to the citizens of the county.

The duties of the county officers are as follows:

BOARD OF COUNTY COMMISSIONERS. This Board must:

1. Consider legislation dealing with problems of interest to their county, and pass ordinances regulating the activities of the county's citizens.
2. Hear reports of activities of elective and appointive officers.
3. Appoint a County Attorney to represent the county in litigation and legal transactions, and a Clerk of the Board to keep minutes of their meetings.

SHERIFF. This official has the following duties:

1. She is the law enforcement officer of the county and state government.
2. She is the official jailer for those charged with or convicted of crimes. In case a citizen is sentenced to hard labor as a penalty for a crime, she will supervise the carrying out of the prisoner's sentence.
3. She will appoint two deputies, one to serve as bailiff of the Superior Court and the other as jailer. She may relieve these deputies of their duties at any time.
4. She will assist the Counselors in supervising the conduct and bearing of the citizens of her county in general assemblies, at meals, at recreation, and at all functions within the boundaries of Girls State.
5. Although the sheriff's responsibilities are chiefly for and to the citizens of a single county, the sheriff has the authority to arrest citizens of other counties when they violate State laws.

SUPERIOR COURT JUDGE. In your State each county will be considered a Superior Court circuit and the judge will have jurisdiction in all cases involving the violation of State laws and such civil suits as may be brought, with the following duties:

1. To organize the court, fix a regular time and place for holding the same, see that order is maintained while court is in session (using, if necessary, the power to punish for contempt of court), and require any county or city police officer to enforce the Court's decisions.
2. To see that the docket and calendar of this Court are properly kept.
3. To hear and render a decision with regard to all cases within the jurisdiction of this Court which are brought before it.

CLERK OF SUPERIOR COURT. This official must:

1. Keep a record of all suits filed in the Superior Court and all proceedings and orders of the Court, including a summary of all testimony.
2. Give clerical assistance to the County Counselor whenever needed.

DISTRICT ATTORNEY. It shall be the duty of the district attorney:

1. To represent the state in all criminal cases in the superior court of such district attorney's circuit and in all cases appealed from the superior court and the juvenile courts of that circuit to the Supreme Court and the Court of Appeals.
2. To perform such other duties as shall be required by law.

COUNTY TREASURER. This official must be accountable for all general property issued to the county units, and be responsible for the return of these items to General Headquarters when instructed to do so.

JUDGE OF PROBATE COURT. This official must:

1. Carefully transcribe all records filed with her.
2. Record all campaign expenses for candidates and all other official papers.

CORONER. This official must hold an inquest (formal investigation before a coroner's jury) in all cases of violent or sudden death where there is no eyewitness or attending physician.

COUNTY BOARD OF EDUCATION. These officials must:

1. Cooperate with the State School Superintendent in collecting data regarding each citizen's attitude toward Girls State, and have it ready for incorporation into the Superintendent's report.
2. Act as general clerical assistants to the County Counselor.

APPOINTIVE COUNTY OFFICERS

COUNTY ATTORNEY. This official must represent the county in litigation and legal transactions.

CLERK OF THE BOARD. This official must keep minutes of the Board of County Commissioners' meetings.

DEPUTY. These two officials will each serve as either:

1. Bailiff of Superior Court.
2. Jailer.

STATE GOVERNMENT

WEDNESDAY-STATE CONVENTIONS

All citizens throughout Girls State who are members of the same party will meet together in a State party convention, with a Counselor as temporary chairman. The same order of business will be followed as in the case of the city convention (see Agenda p. 34).

The elective offices to be filled at the State caucus are as follows (for duties and functions, see pp. 24 - 26).

U. S. SENATORS – Shall be nominated first.
GOVERNOR
LIEUTENANT GOVERNOR
SECRETARY OF STATE
ATTORNEY GENERAL
COMMISSIONER OF INSURANCE
STATE SCHOOL SUPERINTENDENT
COMMISSIONER OF AGRICULTURE
COMMISSIONER OF LABOR
PUBLIC SERVICE COMMISSION (5 Members)
SEVEN JUSTICES OF THE SUPREME COURT

After nominating its candidates for these offices, the convention will adopt a platform (see p. 27).

Four United States Senators will be nominated at the caucuses. Candidates for U.S. Senators must be Citizens of Georgia and Natural Born U.S. Citizens.

Immediately after each State Convention adjourns, its Secretary should report the candidates' names to General Headquarters, together with the names of the party's State chairman and secretary, on Form 13.

On Thursday, the voting in the State general election will begin. Citizens will vote in their respective cities. The election board in each city will certify the results of the election to General Headquarters on Form 15.

After the election, the Governor will then make the state appointments as indicated below. The Governor should report these appointments on Form 16 to General Headquarters at once.

The Supreme Court should make its appointment and certify them on Form 17.

FUNCTIONS AND DUTIES OF STATE OFFICERS

Legislative Branch

Your General Assembly consists of two Houses: the Senate and the House of Representatives. State legislators are state officers.

The function of the legislature is to enact rules and regulations, called statutes, for the general control and welfare of the citizens of the state. The two branches - Senate and House of Representatives - should act as a check on each other. Legislation to become effective must be passed by a majority of the elected members of each House and approved by the Governor. Legislation which the Governor vetoes within 4 hours after it is presented for approval will not be effective unless repassed by a two-thirds majority of the members elected to each house.

The President pro tempore of the Senate is elected by the Senate from its members at its first session. Other Senate officers are the Secretary of the Senate and its Sergeant-at-Arms.

The Speaker of the House is elected from the members at the first session. A Speaker pro tempore is also elected from the members, and the House will choose a Clerk and Sergeant-at-Arms.

Immediately after the officials of the House and Senate have been elected, the Speaker of the House, Clerk of the House, the President pro tempore and Secretary of the Senate must report the names of the elected officials to General Headquarters on Form 2 (House) and Form 3 (Senate).

In the Georgia Girls State House of Representatives and Girls State Senate a bill will be handled in the following manner:

1. After the bill has been passed from committee, the clerk shall read the bill to the entire house or senate.
2. The author of the bill will have 3 minutes to explain the bill.
3. The house or senate will have 1 minute for clarification. (To ask questions of the author.)
4. There will then be an 8 minute debate on the floor. The first speaker will be for the bill. The next speaker will be someone who is against the bill. Debate will alternate in this manner until the 8 minutes have passed.
5. After the debate has ended, a vote shall be taken.

If a bill passes either house, it shall be sent immediately to the other house and action shall be taken upon conclusion of the matter on the floor.

Consideration of Bills

Bills should be clearly stated:

Why? When? What? If you don't give a date it will start January 1. How will it be enacted? How will it be funded?

REMEMBER:

1. The Georgia Assembly cannot obligate the Federal Government or other states.
2. The State has a reference service to write the bill.

Conference Committee - If a bill passes in House and Senate that are different from each other, a committee can be formed which shall consist of 5 Representatives and 3 Senators.

COMMITTEES AND THEIR TOPICS:

JUDICIARY

Criminal Justice
Corrections
Probation
Parole
Child Abuse
Juvenile Counselors
Supreme Court
Appellate Courts
Lower Courts
G.B.I.
Highway Patrol
Group Libel Laws
Police Standards
Women's Rights

AGRICULTURE AND INDUSTRY

Factories
Ecology
Business
License
Highways
Public Utilities
Unions
Solar Heating
Farming
Hunting
etc.

EDUCATION

Public Schools
Vocational Schools
University System
Training Programs

TAXES AND POLITICAL SUBDIVISIONS

Income Tax
Sales Tax
Home Rule for Cities
City and County Taxes
City & County Organization
Municipal Unions
Civil Service
Civil Service Salaries
City Management

WELFARE

Welfare Programs
Mental Health
Drug Use and Abuse
Veterans Program
Marriage/Divorce

NATURAL RESOURCES

Environment

Executive Branch

The executive officers who are elected at large by vote of all citizens of Georgia Girls State are: Governor, Lieutenant Governor, Secretary of State, Attorney General, Commissioner of Insurance, Commissioner Of Agriculture, Commissioner of Labor, Public Service Commission, State School Superintendent, and seven Justices of the Supreme Court. In addition, there are several appointive executive officers. Two U.S. Senators are nominated by parties but selected by Girls State staff.

In all instances of overlapping jurisdiction, the authority of a state officer is superior to that of a city or county officer.

Following is a brief outline of the functions and duties of each state official:

U.S. SENATORS. (2) Represent Georgia Girls State at Girls Nation, Washington, D.C. in July.

GOVERNOR. The Governor is the Chief Executive of your government, with the following functions and duties:

1. Represent Georgia Girls State at the American Legion Auxiliary State Convention in July.
2. With the advice and consent of the Senate, appoint such executive assistants as may be provided by law (see page 25).
3. Be responsible for the proper supervision of appointive officers, with the power to remove them at will.
4. Veto, if desired, any legislation, provided this authority is exercised and the legislation returned to the House of origin within 4 hours from the time it is presented for approval; otherwise it becomes effective without approval. The General Assembly may pass legislation over the Governor's veto by a two-thirds majority in each House.

LIEUTENANT GOVERNOR. This officer's functions are:

1. To take the place of the Governor if the latter is ill or unable to serve.
2. To preside over the State Senate when not serving as Lt. Governor.
3. To assist the Governor when requested.

SECRETARY OF STATE. This official's duties are:

1. To be the Secretary of your State government and to attest all executive orders, commissions, and certificates issued by the Governor.
2. To be the official custodian of the State Archives.

ATTORNEY GENERAL. This officer's functions are as follows:

1. To be the legal adviser to all state officials and agencies.
2. To represent your State in all suits or legal actions where it is a party.
3. Upon request, or upon orders from the Governor, to assist any District Attorney with the prosecution of citizens charged with violating the laws of the State.

COMMISSIONER OF INSURANCE. The duties of this officer are:

1. Act as custodian of all equipment belonging to your State.
2. To check up on all city, county and state officers who are responsible for equipment and supplies and see that all are in good condition and properly accounted for.
3. To act as State Fire Marshall, as State Building Inspector, and supervise City Fire Chiefs.

STATE SCHOOL SUPERINTENDENT. This official will:

1. Conduct before the end of the week, an investigation among all citizens relative to their attitude toward the program, seeking constructive suggestions as well as critical comments, and make a full report to the Director.
2. Act as a general assistant to the Government Staff in all matters effecting training policies.

COMMISSIONER OF AGRICULTURE. This official will get opinions on the overall food preparation at Girls State and write a summary to be given to the director.

COMMISSIONER OF LABOR. The duty of this officer is to help General Headquarters compile a list of all Girls State positions and office holders at the conclusion of Girls State.

PUBLIC SERVICE COMMISSION (5 MEMBERS). The duty of the commission members is to compile a report on the speakers and the facilities used during Girls State, to be given to the Director.

Appointive Officers, Executive Branch

Appointments in the executive branch of your State government are made by the Governor with the advice and consent of the Senate. The following appointments should be recommended by the Governor:

SECRETARY TO THE GOVERNOR. This is a personal appointment by the Governor. The citizen appointed to this should be friendly with the Governor and know her plans and policies.

COMMISSIONER OF COMMUNITY AFFAIRS. It is this officer's duty to promote citizen morale in every possible way. Administration of the postal service, social and entertainment activities are included in this office.

COMMISSIONER OF HUMAN RESOURCES. This officer will have general supervision over all health officers and will have final responsibility for seeing that all quarters are kept clean and left in good order.

COMMISSIONER OF PUBLIC SAFETY. This officer will have general supervision over all city and county law enforcement officers and will have final responsibility for keeping the peace and enforcing law and order.

BOARD OF REGENTS (3 members). This Board will give a written report to the Director on the educational benefit to the citizens.

PARDON AND PAROLE BOARD (3 members). This Board will have power to pardon or to commute the sentences of citizens convicted of violating state laws.

Judicial Branch

Seven Justices of the Supreme Court will be elected at large by vote of all citizens. The Justice receiving the largest number of votes will be the Chief Justice. This Court will have general appellate jurisdiction - that is, will review decisions of Superior Courts in the event the unsuccessful party is dissatisfied therewith and applies for such review to the Supreme Court. The Supreme Court will not hold a new trial but will review the record of the original trial and hear oral arguments from both sides.

The members of the Supreme Court will choose from outside their own number a citizen to be *Sheriff of the Supreme Court* and to be the Court's executive officer, serving its papers and keeping order while it is in session.

POLITICAL GUIDELINES FOR GEORGIA GIRLS STATE

POLITICAL PARTIES

Citizens can best express the national will through political parties of national scope. They give an opportunity for collective thinking and sincere cooperation in analyzing problems that effect the entire country. At party conventions, platforms are constructed, developing party aims and ideals and a program of government for the people to consider and vote up or down by casting their ballots in a general election.

Major issues involving the party purposes should be clearly defined so that all groups of people the country over will understand just what the party stands for. Citizens should then expect the ideals of their party to be carried out should their party candidates be carried into power by the general vote of the people. These ideals should not only be made effective by the officials elected to office, but by the party leaders who drafted the platform and who campaign for those elected to office.

For the purpose of operating Georgia Girls State, national issues should not be involved in either party platform. The platform should be confined to State issues and issues pertaining to Girls State.

Your party should give sincere thought and careful deliberation to the platform. The candidates on your State ticket will campaign for the general benefit of the entire party ticket, and the ideals and principles embodied in your platform, will no doubt be the basis of the campaign. The success or failure of your party will depend largely on the soundness and popularity of your party platform. You have been arbitrarily assigned to one of the two Girls State parties - namely, the Nationalist Party, or the Federalist Party. The party names used in Georgia Girls State have no significance whatever and are used merely for convenience.

The ideals and aims of your particular party will be developed by the 12 City Party Chairmen, and adopted by yourselves in the party's State Convention. You should at once discuss possible issues with your City Party Chairman so that she may present your thoughts and ideas during the drafting of the platform.

You are molding policies of State government for the benefit of the State's entire citizenship. Take upon yourselves the duty of solving this problem. Georgia Girls State is serious business.

You should counsel with your fellow citizens and determine for which city, county, or state office you would desire to be a candidate. The description of the function and duties of city, county and state officers will give you an idea as to the responsibilities of these particular offices. You and your friends should seriously measure your particular qualifications for the office you seek. Make up your mind to develop a following. Campaign hard! Go into this election to win!

But remember also that if you lose, the citizens have found something in your opponent or her party principles that they like better. Do something constructive about it. Don't condemn the world because you have lost.

Due to time constraints, all nominations will be at the party level, even though this is not the method used in Georgia. A *party caucus* or convention of each party will be held in each city, in each county, and in the State for the purpose of nominating candidates for public office.

In Georgia Girls State, every citizen will be considered a delegate to her party's convention in her city and county and in the State at large.

CAMPAIGNS

If you are a candidate for an office, it is your duty to campaign as vigorously as you possibly can. Conduct a fearless and clean campaign. Be a credit to your party. Urge your friends to campaign for you. Use only campaign materials furnished by the Girls State office.

Each city and county should arrange political rallies. These rallies may be held at any time and place desired, except as otherwise provided by Girls State rules. Ask everyone concerned to meet and know your candidate. Have speakers discuss your party platforms.

If you are a candidate, do not hesitate to call upon your friends to support you, and do not hesitate to make a speech in your own behalf whenever the occasion permits.

You must remember that at the conclusion of the general election only one candidate for each office in each city, county and State will be elected. Therefore, one candidate for each office will be defeated. If you are a successful candidate, immediately prepare yourself for taking over the duties of your particular office. Carry out these duties in the same fearless, sincere and honest manner pledged during your campaign. Select your appointees with care. Consult your Counselors whenever you deem it advisable. They are there to assist you in any manner you desire. If you happen to be one of the defeated candidates, remember - the citizens have spoken their choice. Do not make your defeat personal, but immediately do what you can as a good citizen to help the administration in office conduct the public business to the best interest of all the citizens. You must be able to win or lose alike. That's true American citizenship. If you lose in one election, then try for an office in the next.

CONDUCT IN MEETINGS

In all sessions of any sort - city, county or State - a member desiring to address the Chair shall rise and call out clearly, "Madam Chairman."

The chairman will then indicate the person to be recognized by calling her name, or by pointing or nodding. The person thus recognized as being entitled to the floor must then give her title, name, and county or city, thus: "Representative Smith of Hall County," or "Senator Brown of Walton County," or "Councilman Black of Harris City," or "Delegate Johnson from Jackson City."

The chairman of the meeting shall declare any person "out of order," who fails thus to announce her title, name and district before making any motion or addressing any remarks to the assembly.

In referring to other members when addressing the assembly, the person speaking must use an impersonal designation, such as the "last speaker," "the lady from Baldwin City," or "the representative from Gwinnett County."

Roberts Rules of Order Newly Revised will govern in all deliberative groups in Georgia Girls State unless special rules have been adopted supplementing or changing Roberts Rules.

PARLIAMENTARY PROCEDURE

Some centuries ago rural England gave to the world the system of representative government and evolved the technique for operating it. Furthermore, the British people adapted this technique to urban conditions during the nineteenth century. The English also transplanted this system and technique to rural America. It is our problem (with the help of all the people within our borders) to adapt this system and this technique to the urban civilization which we are now evolving.

The technique for controlling legislative procedure is best referred to as group leadership, because the legislator has the job of selling her ideas to the other members of her official group. But group leadership in a legislature differs greatly from certain other types of group leadership. A legislator has to do her selling under a set of rules called parliamentary legislative procedure, or "rules of order." If all members of a legislature got up at the same time and started selling their ideas, there would be chaos. A group cannot do anything without a set of well-established rules properly enforced.

A legislator must know the rules for legislative procedure so that she may influence others on her proposals in accordance with these rules. However, one does not have to commit all these rules to memory to be effective.

Parliamentary Procedure is the best system of rules for the conduct of group discussion and action. This system of rules was evolved by the British Parliament during its centuries of experience in operating the government of Great Britain.

These rules, slightly modified were adopted by the Congress of the United States to govern its procedure. Then, in 1876, General Henry M. Robert simplified these rules so as to adapt them to the use of ordinary Societies, and they have been generally accepted throughout the United States as the standard "rules of order," for group meetings.

One of the main purposes of Georgia Girls State is to teach its citizens to operate a constitutional government in which liberty is guaranteed by law. "Constitutional liberty" is not just a grand phrase. Its meaning is clear to every boy or girl who plays games, because it means nothing more (or less) than freedom to play the game according to certain established rules that apply to all alike.

Parliamentary Procedure is:

- One thing at a time.
- The rule of the majority.
- The right of the minority to be heard.
- Protection of rights of those absent.

A SIMPLE OUTLINE OF PARLIAMENTARY PROCEDURE

AS ADAPTED FOR GEORGIA GIRLS STATE

“The object of Rules of Order is to assist an assembly to accomplish in the best possible manner the work for which it was designed.” Henry M. Robert, *Author, Roberts Rules of Order Revised*.

Business is properly brought before an organization in two ways:

- By communication - letter or petition.
- By a motion, which includes resolutions.

A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views. Thus a member “moves” that a resolution be adopted, amended or referred to a committee, etc.

Before a member can make a motion, or address the assembly in debate, it is necessary that she should *obtain the floor*. The member rises and addresses the presiding officer by her official title, thus, “Madam Chairman,” or “Madam President.” If the member is entitled to the floor, the chairman “recognizes” her by announcing her name, and the member then states her motion: “I move that _____.”

As a general rule, with exceptions, which will be listed later, every motion should be seconded. A motion is seconded by a member saying “I second the motion,” or “I second it,” which she does without obtaining the floor, and in small assemblies without rising. In large assemblies and especially where non-members are scattered throughout the assembly, members should rise, and without waiting for recognition, say “Madam Chairman, I second the motion.”

When a motion has been made and seconded, it is the duty of the chair, unless she rules it out of order, immediately to *State the Question*. This she may do in various ways, depending somewhat on the nature of the question, as illustrated by the following example: “It is moved and seconded to adopt the resolution”; “The question is on its adoption”; “It is moved and seconded that we adjourn.” Seconding a motion does not mean she is for the motion, but she thinks it needs to be discussed.

After a question has been *stated* by the chair, it is before the assembly for consideration and action. All resolutions, reports of committees, communications to the assembly, all amendments proposed to them, and all other motions, *except* undebatable motions may be debated before final action is taken on them. (The assembly may, by a two-thirds vote decide to dispose of them without debate.)

In most assemblies when the motion is debatable, the chair, after *stating the question* usually asks: “Is there any discussion?”

If the question cannot be debated or amended, she does not ask “Are you ready for the question?” but immediately *puts the question* after stating it. In putting the question, the chair should make perfectly clear what the question is that the assembly is to decide. The chair then states “Those in favor of the motion (or resolution) say *aye*; those opposed say no. The ayes have it, and the motion is adopted (or carried).” The vote may be taken by a “show of hands,” that is, by those voting for or against the motion or resolution raising their hands to express their vote. The vote should always be announced, as it is a necessary part of putting the question.

For convenience, motions may be classified as follows:

- Main or Principle Motion.
- Subsidiary Motion.
- Incidental Motions.
- Privileged motions.

The exceptions to the rule that all motions must be seconded are:

- Question of Privilege.
- Object to the Consideration of Question.
- Call for Order of the Day.
- Call for a Division.
- Nominations.
- Inquiry of any kind.

MAIN MOTION

1. A Main Motion is the motion that brings new business before an assembly.
 - It is in order when no other business is before the House.
 - There can be but one main motion pending at a time.
 - It must receive a second before being stated by the chair.
2. All main motions are:
 - Debatable.

- Amendable.
 - Can be sent to a committee.
 - May be postponed to the next meeting or postponed indefinitely.
 - May be tabled or taken from the table.
 - Can be reconsidered, rescinded or ratified.
 - Objection may be made to the consideration of a main motion (two-thirds negative vote necessary).
3. Objection to the consideration can only be made to a main motion. It is the only motion that is carried by a negative vote.
 4. All main motions should be made in the affirmative.

SUBSIDIARY MOTION

Subsidiary Motions are such as are applied to other motions for the purpose of most appropriately disposing of them and are:

- To lay on the Table.
- The Previous Question.
- To Limit or Extend Limits of Debate.
- Postpone Definitely, or to a Certain Time.
- Commit, Refer, or Recommit.
- Amend.
- Postpone Indefinitely.

INCIDENTAL MOTIONS

Incidental Motions are such as arise out of another question which is pending, and therefore take precedence of and must be decided before the question out of which they arise; or they are incidental to a question that has just been pending and should be decided before any other business is taken up.

They are:

- Questions of Order and Appeal.
- Suspension of the Rules.
- Objection to the Consideration of a Question.
- Division of a Question, and Consideration by paragraph or seriatim.
- Division of the Assembly, and Motions relating to methods of Voting, or to Closing or Reopening the Polls.
- Motion Relating to Methods of Making, or to Closing or Reopening Nominations.
- Request growing out of Business pending or that has just been pending; as, a Parliamentary inquiry, a request for information, for leave to withdraw a motion, to read a paper, to be excused from duty, or for any other privilege.

PRIVILEGED MOTION

Privileged Motions are such as, while not relating to the pending question, are of so great importance as to require them to take precedence over all other questions.

They are:

- Fix the time at which to adjourn.
- Adjourn.
- Take a Recess.
- Raise a question of Privilege.
- Call for Order of the Day.

All motions are divided into two groups:

1. Debatable. Only seven motions are debatable and they require a majority vote.
 - a. Principal Debatable Motions are:
 - 1) Main Motion.
 - 2) To Amend.
 - 3) To Commit.

- 4) To Postpone.
- b. Used less often are motions to:
 - 1) Rescind.
 - 2) Reconsider.
 - 3) Ratify.
2. Undebatable. Are put to a vote immediately, allowing no member to speak upon the question.
 - a. Motions not debatable are:
 - 1) Lay on the Table.
 - 2) Previous Question - two-thirds vote.
 - 3) Limit or Extend - two-thirds vote.
 - 4) Call for the Orders of the Day.
 - 5) Take a Recess.
 - 6) Raise a Question of Privilege
 - 7) Suspension of the Rules – two-thirds vote.
 - 8) Adjourn.
 - 9) Fix a time at which to Adjourn.
 - 10) Take from the Table.
 - 11) Objection to the consideration of a question - two-thirds *negative* vote.

DEFINITIONS

Pending and Immediately Pending. A question is said to be pending when it has been stated by the chair and has not yet been disposed of either permanently or temporarily. When several questions are pending, the last one stated by the chair, and therefore the one to be first disposed of, is said to be the immediately pending question.

The Previous Question does not refer, as its name would imply, to the previous question, but is the motion to close debate and at once to take the vote on the immediately pending question and such other questions as are specified in the motion.

A Substitute is an amendment where an entire resolution, or section, or one or more paragraphs, is struck out and another resolution, or section, or one or more paragraphs is inserted in its place.

Plurality, Majority, and Two-Thirds Vote. In an election a candidate has a plurality when she has a larger vote than any other candidate; she has a majority when she has more than half the votes cast ignoring blanks at a legal meeting, a quorum being present. A two-thirds vote is two-thirds of the votes just described.

Quorum. The number of members needed to carry on legal business. This should be named in the by-laws.

THE PURPOSE OF RULES OF PROCEDURE

The purposes of “Rules of procedure” are three in number. The first purpose is to provide an orderly way of doing things, just as in baseball the rules make it clear who is to bat, who is to pitch the ball and who may catch it. The rules of procedure for a meeting tell who may make a motion and when; who may discuss it; and when it is to be voted upon for adoption or rejection.

The second purpose is to protect the rights of the minority. Since the majority can always out-vote the minority, “Rules of procedure” must guarantee to the minority the right to speak against the motion and to propose amendments to it. In effect, the minority (in America) says, “If you will first listen to our arguments against this motion, we will then be willing to accept the decision of the majority.” In a dictatorship, the minority has no rights at all.

The third purpose of “Rules of procedure” is to insure reasonably prompt action. While the minority should be permitted to talk, they should not be permitted to talk forever. The majority has rights just the same as the minority, and one important majority right is the right to come to some definite decision after the minority has had their say.

CITY CHARTER

(In effect in each city of Girls State until amended by the Girls State General Assembly)

An Act to incorporate the City of _____, in the County of _____, Georgia Girls State; to define its territorial limits; to provide for all ordinances, rules, regulations and resolutions; to declare and constitute the rights and powers of said city; to provide the rights, powers, duties and qualifications of all officers, and the manner of their election or appointment; to provide a Recorder's court, the trial and punishment therein of all offenders against the laws and ordinances of said city, and appeal therefrom; to provide for the assessment, levy and collection of an ad valorem tax and all other taxes; to provide for all matters and things necessary and proper or incident to a municipal corporation; to grant certain powers and privileges to the same; and for other purposes.

SECTION 1. Be it enacted by the General Assembly of Georgia Girls State, and it is hereby enacted by the authority of the same, that the City of _____, in the County of _____, Georgia Girls State, be and the same is hereby incorporated as a city, under the name of the City of _____, with perpetual succession.

SECTION 2. Be it further enacted by the authority aforesaid, that the corporate powers of said city shall be vested in a mayor and five councilmen, and by the name of _____ City, said city may sue and be sued, plea and be impleaded, and exercise all the corporate powers that may be necessary.

SECTION 3. Be it further enacted by the authority aforesaid, that in June in each year an election shall be held in the council chamber in said city for a mayor, recorder and five councilmen, who shall hold their offices for one year, and until their successors are elected and qualified. The city officers shall take office immediately upon election. No person shall vote or be eligible to the office of Mayor, Recorder, or Councilman, who is not qualified to vote for members of the General Assembly of this State. Said election or elections shall be held and conducted in the same manner as elections for officers in the State, and the certificate of the election managers shall be sufficient authority to the person elected to enter upon the discharge of the duties of the office to which they have been elected. In the event that the office of Mayor, Recorder or any member of the board of councilmen shall become vacant, by death, resignation, removal or other cause, the Mayor, or in case her seat is vacant, the majority of the councilmen may fill said vacancy by appointment, until the next regular election.

SECTION 4. Be it further enacted by the authority aforesaid, that before entering on the discharge of their duties, the Mayor, Recorder, and Councilmen shall subscribe to the following oath, which may be administered by any person authorized by the laws of Georgia to administer oaths: "I do solemnly swear (or affirm) that I will faithfully discharge all the duties devolving on me as Mayor, or Recorder, or Councilman (as the case may be) of the City of _____, _____ County, Georgia Girls State, according to the best of my ability and understanding. So help me God."

SECTION 5. Be it further enacted by the authority aforesaid, that the Mayor and Councilmen shall have power and authority to pass all laws and ordinances that they may deem necessary for the government of said city and the protection of property and of the citizens of said city, provided that they be not repugnant to the Constitution and laws of this State and of the United States.

SECTION 6. Be it further enacted by the authority aforesaid, that the Mayor and Councilmen shall have the power and authority to levy and collect a tax not exceeding three mills on the dollar, upon all property, both real and personal, within the corporate limits of said city, and the same may be enforced by execution issued by the clerk of the City of _____, and by sale of property, as in sales of property liable for State and County taxes, all levies of tax execution to be made by the marshal or chief of police and to be conducted as sales by the sheriff in case of levy tax executions; provided, however, the officials of said city need not levy and collect any taxes at all, if in their discretion no taxes are needed.

SECTION 7. Be it enacted by the authority aforesaid, that the Mayor of said city, and in her absence the Mayor pro tempore, who shall be elected by the councilmen from their own number, shall be the chief executive officer of said city; she shall see that the ordinances, by-laws, rules and orders of the council are faithfully executed; she shall have control of the marshal or chief of police of said city, and may appoint special police whenever she may deem it necessary, and it shall be her duty especially to see that the peace and good order of the city are preserved, and that persons and property therein are protected, and to this end she may cause the arrest and detention of all riotous and disorderly persons of said city, she shall have the power to issue executions of all fines, penalties, and costs imposed by her, or she may require the immediate payment thereof, and in default of immediate payment, she may imprison the offender in the city jail, or in the county jail of _____ County, or in any other jail used by the sheriff of said county, or may require the offender, after being duly convicted, to work on the streets or public works of said city.

SECTION 8. Be it enacted by the authority aforesaid that it shall be the duty of the Recorder to preside at the City Court known as the Mayor's Court with full and ample authority to try and dispose of all cases within the jurisdiction of the Mayor's Court as the Mayor has under the provisions of this charter.

SECTION 9. Be it enacted by the authority aforesaid that said Mayor and said Recorder shall be to all intents and purposes Justices of the Peace, so far as to enable them to issue warrants for offenses committed within the corporate limits of said city, and commit to the jail of the County of _____, or to admit to bail offenders, for their appearance at the next Superior Court of _____ County.

SECTION 10. Be it enacted by the authority aforesaid, that in said Mayor's Court, the Mayor, or the person presiding for said Mayor, when any person or persons shall be convicted of the violation of any of the laws or ordinances of said city, may sentence said convicted person to pay a fine not to exceed two dollars, or in default of said payment, be imprisoned in jail for not exceeding one day, or required to work on the streets or public works of said city for not exceeding two days.

SECTION 11. Be it enacted by the authority aforesaid, that the City Council of said City shall appoint a city attorney for said city and also a city clerk, who shall be ex-officio treasurer of said city.

SECTION 12. Be it enacted by the authority aforesaid, that the Mayor of said city may appoint a fire chief of said city, a health commissioner, a superintendent of parks, a chief of police and such other police officers as may be necessary.

SECTION 13. Be it enacted by the authority aforesaid, that the Mayor, councilmen, clerk and treasurer of said city shall not receive any compensation for their services.

SECTION 14. Be it enacted by the authority aforesaid, that any person convicted of any offense in the Mayor's court of said city may carry the case to the Superior Court of _____ County, by writ of certiorari (request for information), in the same manner as cases are carried or appealed from the justice court to Superior Courts by writ of certiorari.

SECTION 15. Be it enacted by the authority aforesaid, that any person or persons shall be required to reside within the limits of said city in order to be eligible to hold any office or position of said city. Only persons residing within the limits of said city shall be entitled to vote in the city elections.

SECTION 16. Be it enacted by the authority aforesaid, that the authority to carry out and effectuate by ordinance each and every power and right granted to the City of _____ by this act, is hereby expressly conferred on the Mayor and councilmen of said city; and said Mayor and city council shall have generally the power and authority to make and pass such rules, by-laws, and ordinances as shall appear to them needful or requisite for preserving or promoting the peace, dignity, health, good order and welfare of said city and its inhabitants.

SECTION 17. Be it further enacted by the authority aforesaid, that all laws and parts of laws in conflict with the provisions of this Act are hereby repealed and this Act and charter shall become effective immediately upon its passage by the General Assembly and the approval of the Governor.

Approved _____, _____ (Date)

AGENDA FOR CITY, COUNTY, & STATE PARTY CONVENTIONS

CITY PARTY CONVENTION

City Counselor opens meeting. Explains purpose of the meeting.
Group then divides into parties and holds separate meetings as follows:

1. Temporary Chairman (the City Counselor) appoints temporary Secretary.
2. Nomination and election of a permanent Chairman.
3. Nomination and election of a permanent Secretary.
4. Nomination of candidates for City Offices.
5. Chairman, Secretary and Counselor sign certification of selection of nominees, where certification shall be delivered at once to General Headquarters.
6. Adjourn.

City officials to be nominated:

Mayor.

Recorder.

Council Members (5).

Election Board: The Two Party Secretaries select a third member from their city.

COUNTY PARTY CONVENTION

Groups divide into parties and hold separate meetings.
County Counselor opens meeting, explains purpose of meeting.

1. Temporary Chairman (the County Counselor) appoints temporary Secretary.
2. Nomination and election of a permanent Chairman.
3. Nomination and election of a permanent Secretary.
4. Nomination of candidates for County Offices.
5. Chairman, Secretary and Counselor sign certification of selection of nominees, where certification shall be delivered at once to General Headquarters.
6. Adjourn.

STATE PARTY CONVENTION

The Director or Government Instructor explains the purpose and plan of the State Conventions.
Group divides into parties and holds separate meetings.

1. Temporary Chairman (one of the Counselors) appoints temporary Secretary.
2. Nomination and election of a permanent Chairman.
3. Nomination and election of a permanent Secretary.
4. Nomination of candidates for US Senate.
5. Nomination of candidates for State Office.
6. Adoption of Party Platform.
7. Chairman, Secretary and Counselor sign certification of selection of nominees, where certification shall be delivered at once to General Headquarters.
8. Adjourn.

OFFICIAL OATHS OF CERTAIN GEORGIA OFFICERS

Governor And Lieutenant Governor: “I do solemnly swear or affirm that I will faithfully execute the office of (Lieutenant) Governor of Georgia Girls State and will, to the best of my ability, preserve, protect, and defend the Constitution thereof, and the Constitution of the United States of America.” (O.C.G.A. 45-12-4)

State Senators And Representatives: “I do hereby solemnly swear or affirm that I will support the Constitution of this State and of the United States and, on all questions and measures which may come before me, I will so conduct myself, as will, in my judgement, be most conducive to the interests and prosperity of this State.” (O.C.G.A. 28-1-4)

Judges Of The Supreme And Superior Courts: “I swear that I will administer justice without respect to person and do equal rights to the poor and the rich and that I will faithfully and impartially discharge and perform all the duties incumbent on me as Judge of the _____ Court of this State, according to the best of my ability and understanding, and agreeably to the laws and constitution of this State and the Constitution of the United States. So help me God.” (O.C.G.A. 15-2-3, 15-6-6)

District Attorney: “I do swear that I will faithfully and impartially and without fear, favor, or affection, discharge my duties as District Attorney, and will take only my lawful compensation. So help me God.” (O.C.G.A. 15-18-2)

Clerk Of The Superior Court: “I do swear that I will truly and faithfully enter and record all the orders, decrees, judgments, and other proceedings of the Superior Court of the County of _____, and all other matters and things which by law ought by me to be recorded; and that I will faithfully and impartially discharge and perform all the duties required of me to the best of my understanding. So help me God.” (O.C.G.A. 15-6-58)

County Commissioner: “I do swear that I will well and truly discharge the duties of Commissioner for _____ County, in all matters which require my official action, to the best of my knowledge and skill, and I will so act as in my judgement will be most conducive to the welfare and best interests of the entire county. So help me God.” (O.C.G.A. 45-3-1)

Judge Of The Probate Court: “I do swear that I will well and faithfully discharge the duties of judge of the probate court for the County of _____, during my continuance in office, according to law, to the best of my knowledge and ability, without favor or affection to any party, and that I will only receive my legal fees. So help me God.” (O.C.G.A. 15-9-6)

Sheriff: “I do swear that I will faithfully execute all writs, warrants, precepts, and processes directed to me as sheriff of this county, or which are directed to all sheriffs of this state, or to any other sheriff specially, which I can lawfully execute, and true returns make, and in all things well and truly, without malice or partiality, perform the duties of the office of sheriff of _____ County, during my continuance therein, and take only my lawful fees. So help me God.” (O.C.G.A. 15-16-4)

County Treasurer: “I do swear that I will faithfully collect, disburse, and account for all moneys or other effects of the County, and otherwise faithfully discharge all the duties required of me by law as County Treasurer. So help me God.” (O.C.G.A. 36-6-3)

County Coroner: “I swear that I will well and truly serve the State of Georgia in said office and faithfully and truly execute all writs and precepts to me directed or which I may lawfully execute, when placed in my charge, and return the same according to the best of my knowledge, skill, and judgment; that I will in no case knowingly use or exercise my office illegally, corruptly, or unjustly and that I will not, under any pretense, take, accept, or enjoy any fee or reward pertaining to my office other than such as are allowed by law; but that I will, in all things touching the duties of my office, demean myself honestly, fairly, and impartially according to the best of my ability, so help me God.” (O.C.G.A. 45-16-3)

County School Superintendent: “I do swear that I will truly and faithfully discharge all the duties required of me by law as County Superintendent of Schools, _____ County, to the best of my ability. So help me God.” (O.C.G.A. 20-2-103)

County Board of Education: “I do swear that I will truly and faithfully discharge all the duties required of me by law as a member of the Board of Education of _____ County, to the best of my ability. So help me God.” (O.C.G.A. 20-2-103)

Other Officers Not Listed: “I do solemnly swear that I will discharge all the duties lawfully required of me as _____ according to the best of my ability and understanding. So help me God.” (O.C.G.A. 45-3-1)

(For official oaths of municipal officers, see section 4 of City Charter, p. 32.)

FLAG PROTOCOL

There are rules and customs, which make up flag protocol, which are observed by citizens of the United States and others in the world because it shows respect for our country and the flag is the symbol of our country.

Time to Display: Any day of the year between sunrise and sunset, the flag can be displayed, although it is not usually flown during bad weather. It can be flown at night as part of a patriotic display.

How to Display: Raise the flag briskly, lower it solemnly.

Never should be hung upside down except as a signal if in distress.

When to be flown at half-staff (half-mast), raise it to the peak, then down to half-staff. When lowering it for the day, raise it again to the peak, then lower it solemnly.

U. S. flags should be displayed at the peak of a group of subordinate flags and should in this case be hoisted first and lowered last.

When carried with other flags, it should either be on the marching right or in the center of the group.

When displayed with other flags of other countries, all should be the same size, and all should be level.

At Meetings: The flag should be on the speaker's or presiding officer's right, with other flags on his/her left.

If the flag will be displayed from the same level as the audience, it should be on the speaker's right.

Restrictions: The flag should never touch the ground, the water, or floor, nor should it brush against other objects. It should be kept clean by dry cleaning or washing. Never use it as advertising, or as part of a costume.

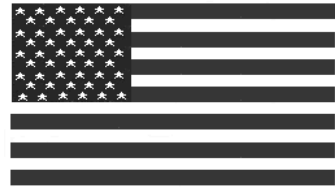
Salute: During the raising or lowering of the flag, or when it is passing in parade, the flag is saluted. This is always done during the playing or singing of the National Anthem, the Star Spangled Banner, or during recitation of the Pledge of Allegiance to the Flag.

Persons should face the flag, stand at attention and salute. Women and men salute by placing their right hand over their heart.

PROCEDURES FOR FOLDING THE FLAG

There are no Flag Code provisions, which require any method, however, the following is traditional:

- (a) Straighten out the flag to full length and fold lengthwise once.
- (b) Fold it lengthwise a second time to meet the open edge, making sure that the union of stars on the blue field remains outward in full view. (A large flag may have to be folded lengthwise a third time.)
- (c) A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
- (d) The outer point is then turned inward parallel with the open edge to form a second triangle.
- (e) The diagonal or triangular folding is continued toward the blue union until the end is reached, with only the blue showing and the form being that of a cocked (three corner) hat.



A)



B)



C)



D)



E)



FLAG FAQ

Q: What is the significance of displaying the flag at half-staff?

A: This gesture is a sign to indicate the nation mourns the death of an individual(s), such as death of the President or former President, Vice President, Supreme Court Justice, member of Congress, Secretary of an executive or military department, etc. Only the President of the United States or the Governor of the State may order the flag to be half-staffed. The honor and reverence accorded this solemn act is quickly becoming eroded by those individuals and agencies that display the flag at half-staff on inappropriate occasions without proper authority to do so. (Ref: Flag Code 175m)

Q: How are unserviceable flags destroyed?

A: The Flag Code suggests that, "when a flag has served its useful purpose, it should be destroyed, preferably by burning." For individual citizens, this should be done discreetly so the act of destruction is not perceived as a protest or desecration. Many American Legion Posts conduct Disposal of Unserviceable Flag Ceremonies on June 14, Flag Day. This ceremony creates a particularly dignified and solemn occasion for the retirement of unserviceable flags. (Ref: Flag Code 176k)

Q: Can the flag be washed or dry-cleaned?

A: Yes. There are no provisions of the Flag Code, which prohibit such care. The decision to wash or dry-clean would be dependent on the material.

Q: Are you required to destroy the flag if it touches the ground?

A: Flag Code section 176b states that the flag should not touch anything beneath it such as the ground. This is stated to indicate that care should be exercised in the handling of the flag, to protect it from becoming soiled or damaged. You ARE NOT required to destroy the flag when this happens. As long as the flag remains suitable for display, even if washing or dry-cleaning (which is acceptable practice) is required, you may continue to display the flag as a symbol of our great country. (Ref: Flag Code 176b)

Q: What is the proper method for folding the flag?

A: The Flag Code does not require any specific method, however, there is a tradition that has developed over time. This method produces a triangular shaped form like that of a three-corner hat with only the blue union showing.

Q: May a person, other than a veteran, have their casket draped with the flag of the United States?

A: Yes, although this honor is usually reserved for veterans or highly regarded state and national figures, the Flag Code does not prohibit this use.

Q: What is the significance of the gold fringe, which we see on some American flags?

A: Records indicate that fringe was first used on the flag as early as 1835. It was not until 1895 it was officially added to the National flag for all regiments of the Army. For civilian use, fringe is not required as an integral part of the flag, nor can its use be said to constitute an unauthorized addition to the design prescribed by statute. It is considered that fringe is used as an honorable enrichment only.

Q: What is meant by the flag's own right?

A: The "right" as the position of honor developed from the time when the "right hand" was the "weapon hand" or "point of danger." The right hand, raised without a weapon, was a sign of peace. The right hand, to any observer, is the observer's left. Therefore, as used in the Flag Code, the flag and/or blue field is displayed to the left of the observer, which is the flag's "own right." (Ref: Flag Code 175d,i)

Q: Is it proper to fly the flag of the United States at night?

A: The Flag Code states it is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly illuminated during the hours of darkness. (Ref: Flag Code 174a)

Q: What does it mean when the flag is not flying above the White House?

A: The flag is flown over the White House when the President is in Washington, D.C. It is not displayed when the President is not in Washington, D.C.

Q: What should be the position of the flag when displayed from a staff in a church, public auditorium or other public meeting place, whether indoors or outdoors, on platform, or on the floor at ground level?

A: When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church, public auditorium or meeting place, the flag should hold the position of superior prominence, in advance of the audience and in the position of honor at the clergyman's or speaker's right as he faces the audience. Prior to the Flag Code changes in 1976, the display procedure was somewhat different. Now the staffed flag should always be placed to the right of the speaker (observer's left) without regard to a platform or floor level. (Ref: Flag Code 175k)

Q: What are the penalties for the physical desecration of the flag?

A: There are currently no penalties for the physical desecration of the flag.

SONGS

1. AMERICA

My country, 'tis of thee,
Sweet land of liberty,
Of thee I sing;
Land where my fathers died
Land of the pilgrims' pride
From every mountainside
Let freedom ring.

Our fathers' God, to Thee,
Author of liberty,
To Thee we sing;
Long may our land be bright
With freedom's holy light,
Protect us by Thy might
Great God, our King.

3. THE STAR SPANGLED BANNER

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

4. HERE'S TO GIRLS STATE

Raise your voices, Raise them high
Sing to Girls State, And here's why
Look to Girls State, and you'll find to-mor-row's leaders of mankind.

CHORUS

We are the future builders, Builders in a band -
And we come from Girls State, the best State in the land.
We are up and coming, progressive, kind and strong,
And to our own Girls State, we proudly sing our song.

Of our leaders, we will learn
'Cause someday 'twill come our turn,
To fulfill their utmost plan,
A lasting peace for ev'ry man.

CHORUS

2. GOD BLESS AMERICA

God Bless America
Land that I love;
Stand beside her, and guide her
Through the night with the light from above.

From the mountains, to the prairies,
To the oceans, white with foam,
God bless America my home sweet home.
God bless America my home sweet home.

REFERENCES

The following sources were used in this manual. Use these references for more information on Georgia Government.

- Carl Vinson Institute of Government, The University of Georgia, 201 North Milledge Avenue, Athens, Georgia, 30602-5482, (706) 542-2736, www.cviog.uga.edu
- Georgia Secretary of State's Office, State Capitol, Atlanta, Georgia, 30334-1505, www.sos.state.ga.us
- League of Women Voters of Georgia, 1776 Peachtree Street NW, Suite 533 North, Atlanta, Georgia, 30309-2307, (404) 874-7352, www.ga.lvw.org
- Association County Commissioners of Georgia, 50 Hurt Plaza, Suite 1000, Atlanta, Georgia, 30303, (404) 522-5022, www.accg.org
- *Politics In Georgia*, Arnold Fleischmann and Carol Pierannunzi, The University of Georgia Press, 1997

For further information on the American Legion Auxiliary please check out their web site at www.legion-aux.org

NOTES