

Compendium of Local Civics

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COMPENDIUM *of* LOCAL CIVICS

By
FRANK P. SAYRS



WILMINGTON, OHIO
UNION SUPPLY COMPANY
1915

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No. 1

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INTRODUCTION.

It is with the hope of being able to put into the hands of the pupils and teachers of our public and private institutions of learning many facts relative to the officials of our local government, hitherto difficult of access, that has prompted the compilation of this work. The sectional numbers used, not otherwise designated, refer either to the "Ohio General Code" or the "Ohio Laws" volumes 103 and 104.

Give our citizens a thorough knowledge of the local government and there will be less friction in business and social life.

Grateful acknowledgment is hereby made for encouragement and helpful suggestions received from friends of educational and professional attainments.

F. P. S.

TOWNSHIP OFFICIALS.

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ELECTION.

Trustees.

Each civil township shall elect biennially, on the first Tuesday after the first Monday in November, in the odd numbered years, three trustees, who shall hold their offices for two years, commencing on the first day of January next after their election.

Clerk and Treasurer.

They shall be elected biennially in each township, and hold their offices two years from the first day of January next after their election.

Constables.

Such number of constables as directed by the trustees shall be elected biennially in each town-

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ship, who shall hold office for two years from the first day of January next following the election.

Road Superintendent.

The trustees of each township shall employ and hire for each road district a suitable person, not one of their own number, a resident of the district, who shall be known as road superintendent. 3370.

Ditch Supervisor.

In any township in which county or township ditches have been located or established, at the time and in the manner provided by law for the election of township officers, there may be elected a township ditch supervisor, who shall serve for a term of four years. 3386.

DUTIES, VACANCIES, AND COMPENSATION.

Trustees.

The trustees of a township shall be a body corporate, with power to contract and be contracted with, sue and be sued, and take charge of the affairs of the township and manage them according to the best interest thereof. 3282 to 3283-3.

If vacancy occurs in the office of trustee, the justice of the peace holding the oldest commission, or if commissions are of even date, the justice oldest in years shall fill it by appointment. 3262. For exceptions, see sections 3187, 3188.

Each trustee shall be entitled to \$1.50 per day in discharge of his duties in relation to partition

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fences, to be paid in equal proportions by the parties, and \$1.50 for each day of service in the business of the township, to be paid from the township treasury. 3294.

Clerk.

The clerk of the township shall keep an accurate account of the proceedings of the trustees at their meetings, their acceptance of the bonds of township officers. For other duties, see sections 3301 to 3306. He may become treasurer of the township school funds. 4782, 4784, 4763. O. L. V. 104, p. 159.

Township trustees shall appoint for unexpired term. 3261.

The compensation of the clerk shall be fees and an allowance in addition to fees for other work not to exceed \$150 in any year.

Treasurer.

The treasurer shall have charge of the moneys coming into the township treasury, and pay the same out on an order signed personally by at least two of the trustees and the clerk.

Successor appointed by township trustees for the unexpired term.

The treasurer shall be allowed 2% of all moneys paid out by him upon the order of the township trustees. 3318.

Constables.

All constables shall be ministerial officers in justices' courts in their respective townships in civil cases, and in their respective counties in criminal cases, and civil process may be executed

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by them throughout the county under the restrictions and provisions of the law. For other duties, see G. C. 3335 to 3345.

The township trustees shall appoint to fill such vacancy until the next biennial election for constable. 3329.

The compensation of constable shall be fees. 3347 G. C.

He is also allowed a special compensation by the trustees for advertising elections and notifying the township officers of their elections.

Justice of the Peace.

See Judicial Department, page 82.

Road Superintendent.

Under the direction of the township trustees, the road superintendent, when properly qualified, shall have full control of all roads within his district assigned by the township trustees, and shall keep them in good repair and condition for all kinds of public travel, and the trustees shall furnish him with the necessary implements and materials for the proper and economical care of the roads. 3371.

The road superintendent shall have all the powers and privileges given road superintendents for drainage and for removal of logs or other obstructions found within the limits of the road. He may contract for all material necessary for repairs. 3372.

When a vacancy occurs, it is filled by the employment of another superintendent by the township trustees.

TOWNSHIP OFFICIALS.

The road superintendent shall receive for his services per hour for time actually employed in the care of the roads such compensation as the trustees may deem proper, which shall be paid from the road funds of the township.

No superintendent shall receive compensation for any team of which he is the owner, used on any such roads, nor shall he employ a member of his own family in such work by which he himself shall be financially benefited, except in making repairs in cases of emergencies, unless authorized by a unanimous vote of the trustees. 3373.

Ditch Supervisor.

The township ditch supervisor shall have the supervision of all township and county ditches in his township. He shall clean them out and keep them in repair as provided by law, and shall perform such other duties as are imposed upon him by law. 3389.

The township trustees shall fill any vacancy which occurs in such office, by resignation or otherwise, by appointment, until the next proper election, when a successor shall be chosen for the unexpired term. 3389.

Such supervisor shall receive \$2.00 per day for the time actually engaged in performing the duties of his office, to be paid by the township trustees from the township ditch fund. When actually engaged in measuring a ditch, the supervisor shall be allowed one assistant, who shall receive \$1.50 per day for the time actually employed, to be paid in like manner as the superintendent. 3388.

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Board of Health.

The Township Trustees shall constitute a Board of Health outside the limits of any municipality. They shall appoint a Health Officer and sanitary officers and fix their compensation.

TAX COMMISSION. (See p. 69.)

APPOINTMENT, DUTIES, VACANCIES, AND COMPENSATION.

District Assessor.

Each county in the State shall constitute an assessment district.

In each assessment district containing less than 65,000 inhabitants, as shown by the last preceding census, shall be appointed by the governor one deputy State tax commissioner, who shall be known as the district assessor.

In all other assessment districts there shall be appointed two deputy State tax commissioners not of the same political party, who shall constitute the district board of assessors, which board is termed "district assessor."

The district assessors were appointed before the first day of November, 1913, and will hold their office until same is made vacant by removal from district, by resignation, by death, or by the tax commission of Ohio, with the consent of the governor. 5579 to 5624-30. O. L. V. 103.

Deputy Assessors.

Each district assessor shall appoint such number of deputy assessors, assistants, and employes as may from time to time be prescribed for his

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district by the tax commission of Ohio. Such appointees shall hold their offices or employment for such time as the tax commission prescribes. 5581 O. L. V. 103.

He shall annually, under the direction and restriction of the tax commission, list and value for taxation all real and personal property which is subject to taxation in the county constituting his assessment district, except as otherwise provided by law. The deputy assessor shall perform under the direction of the district assessor all the duties and powers of the district assessor.

The time for listing or returning property is between the first Monday of February and the first Monday of June, and is to be valued as the day preceding the first Monday of February annually. 5582, O. L. V. 103.

District Board of Complaints.

The tax commission of Ohio shall appoint annually, with the consent of the governor, three competent persons, who shall constitute a "district board of complaints" for such district. Any member of the board may be removed by the tax commission of Ohio with the consent of the governor.

In the month of May, 1914, the tax commission of Ohio appointed on each district board of complaints one member for the term of one year, one for two years, and one for three years. The successor of each shall be appointed for a term of three years. Not more than two members of this board shall belong to the same political party or be residents of the same township, city, or

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village; provided, however, that if the amount of taxable property in any city within an assessment district exceeds the amount of taxable property outside of such city and within the assessment district, two members of said board may be residents of such city. 5591, O. L. V. 103.

It shall be the duty of the board of complaints to hear all complaints relating to the assessment of both real and personal property.

It shall have power to raise or lower the assessment of all property submitted to it for review; or it may order a reassessment by the original assessing officer. The assessing officer may appear before the board to defend his assessments, and either party may appeal to the tax commission of Ohio from the decision of the board. Should the board be satisfied that any property subject to taxation in its assessment district has been omitted from the tax list or improperly valued or assessed, it shall notify the district assessor to that effect, and furnish all facts pertaining thereto.

The board shall begin their session on the first Monday of August annually, and close same, subject to the tax commission of Ohio. 5592, O. L. V. 103.

The salary of each district assessor shall not exceed the salary of the auditor of the county constituting the assessment district. (See auditor's salary.) The salary shall be no less than \$1,500.00, fixed within such limit by tax commission of Ohio.

The salary of the deputy assessor and other employes of the district assessor shall be fixed

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by the district assessor, subject to the approval of the tax commission of Ohio.

The compensation of the members of each district board of complaints shall not be less than \$3.50 per day for each day the board is in session, and shall be fixed within such limit by the tax commission of Ohio.

The salary or compensation of each officer mentioned under the foregoing may be modified at pleasure by the officer or board having authority originally to fix it. 5612, O. L. V. 103.

Vacancies in any office or employment provided for under the act providing for the tax commission of Ohio, where there is a term limit, shall be filled for the unexpired term. When a vacancy is filled it must be certified the same as provided in original appointments. If the appointing authority fails to appoint within ten days after receipt of notice from auditor in assessment district, the tax commission of Ohio shall make the appointment. 5616, O. L. V. 103.

MUNICIPAL CORPORATIONS.

Classification, 3497.

Municipal corporations which, at the last federal census, had a population of 5,000 or more, shall be cities. All other municipal corporations shall be villages. Cities which, at any future federal census, have a population of less than 5,000 shall become villages. Villages which, at any future federal census have a population of 5,000 or more shall become a city.

Officials. CITY GOVERNMENT.

1. Council.
2. Mayor.
3. President of Council.
4. Auditor.
5. Treasurer.
6. Solicitor.
7. Director of Public Service.
8. Director of Public Safety.

Officials of Council.

1. President pro tem.
2. Clerk.

ELECTION, DUTIES, VACANCIES, AND
COMPENSATION.
Council.

The legislative power of each city shall be vested in and exercised by a council, composed of not fewer than seven members, four of whom

MUNICIPAL CORPORATIONS.

shall be elected by wards and three by the electors of the city at large. For the first 20,000 inhabitants in addition to the original 5,000 there shall be elected two additional members of the council elected by wards, and for each 15,000 inhabitants thereafter there shall be one additional member similarly elected. When the total number of members of council is fifteen or more, one member of every five shall be elected at large and the remainder from wards. 4206.

Councilmen at large shall have resided in the city, and councilmen from wards in their ward, for at least one year preceding their election.

Each member of the council shall be an elector of the city, shall not hold any other public office or employment, except that of notary public or member of the state militia, and shall not be interested in any contract for the city.

Councilmen at large removing from the city or those elected from wards removing from ward, shall forthwith forfeit their office. 4207.

One member from each ward and such number of members at large as is provided by law shall be chosen in each odd-numbered year. Members of council shall serve for two years from the first Monday of January next following their election, and until their successors are elected and qualified. 4208.

Vacancies in council are filled by election by council for unexpired term. The mayor shall appoint in case the council fails to elect within thirty days. 4236.

The compensation of members of the council, if

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any is fixed, shall be in accord with time actually consumed in the discharge of their official duties, but shall not exceed \$150.00 per year each in cities having a population of 25,000 or less at the last federal census. For every 30,000 additional inhabitants so determined, such compensation may be, but not exceed, an additional \$100.00 per year, but the salary shall not exceed \$1,200.00 per year, and shall be paid semi-monthly. A proportional reduction in salary shall be made for the non-attendance of any member upon a regular or special meeting of council. Salaries not to be increased or decreased during term for which they were elected. 4209.

The members of the council shall elect within ten days of the commencement of their term, a president pro tem, a clerk, and such other employes of council as may be necessary, and fix their duties, bonds, and compensation. Said officers shall serve for two years, unless removed for cause by a two-thirds vote of the members elected to council. Such removal must be at a regular meeting of the council. 4210.

The powers of council shall be legislative only, and it shall neither appoint nor confirm any officer or employe in the city government other than those of its own body, except as otherwise provided by law. Vacancies shall be filled by council.

All contracts requiring the authority of council for their execution shall be entered into and conducted to performance by those having legal charge of such, and after authority to make such contracts has been given and the necessary ap-

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appropriation made, council shall take no further action thereon. 4211.

Council shall have power to divide the city into wards, after each federal census, and within three months after the issuance of the proclamation of secretary of state of the population of such city, and when there is annexed thereto any territory containing, by the last federal census, such number of inhabitants as shall entitle it to another member of council, the council shall subdivide the city into wards, equal in number to the members of the council therein to be elected from wards. On applications of the president of council, the director of public service shall make division into wards if council fails to do so within the specified time limit. The salary of no officer, clerk, or employe of the council shall be increased or diminished during the term for which he was elected or employed. 4212.

Council shall fix by ordinance or resolution the salaries and compensation and amount of bond to be given for each clerk, officer, or employe under its control. Bond to be approved by the mayor. 4214.

Mayor.

The chief executive power and authority of cities shall be vested in a mayor, president of council, auditor, treasurer, director of public service, and director of public safety.

The executive officers mentioned above shall have exclusive right to appoint, under certain restrictions, all officers and likewise to remove the same. 4226.

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The mayor is elected by the electors of the city for a term of two years, commencing on the first day of January next after his election. 4249.

The mayor is chief conservator of the peace within the corporation. He shall appoint and have the power to remove the director of public service, the director of public safety, and the heads of the sub-departments of the departments of public safety and public service, and shall have such other powers and perform the several duties prescribed by law. 4250.

All officers whose appointment is required as above stated shall be appointed not earlier than the second Monday in January nor later than the first Monday in February, and shall hold their respective offices until their successors are appointed. 4251.

The mayor shall fill all vacancies in the offices or positions above-mentioned unless otherwise provided by law, and such appointment shall continue in force until the end of the term and until the successor is appointed or elected and qualified. 4252.

When a vacancy occurs in the office of mayor, the president of the council becomes mayor. 4274.

The compensation of the mayor shall be determined by the council. 4214, 4219.

President of Council.

The president of the council shall be elected for a term of two years, commencing on the first day of January next after his election.

He shall preside at all meetings of the council, but has no vote except in case of tie. 4272.

MUNICIPAL CORPORATIONS.

When the mayor is absent from the city or is unable for any cause to perform his duties, the president of the council shall be the acting mayor.

While the president of the city council is serving as mayor he shall not serve as president of council. 4273.

In case of the death, resignation, or removal of the mayor, the president of the council shall become the mayor and serve for the unexpired term. Thereupon the president pro tem of council becomes the president. The vacancy thus created in council shall be filled as other vacancies, and council shall elect another president pro tem. 4274.

Auditor.

The auditor of city shall be elected for a term of two years, commencing on the first day of January next after his election.

The auditor shall keep the books of the city and exhibit accurate statements of all moneys received and expended and of all property owned by the city and the income derived therefrom, and all taxes and assessments.

Council shall furnish him a seal, an impression of which must be placed upon each paper requiring authentication. In the center of the seal shall be the name of the city and around the margin the words "City Auditor."

If a vacancy occurs in the office of auditor, it shall be filled by the mayor.

The compensation of the auditor is fixed by the council.

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Treasurer.

The treasurer shall be elected for a term of two years, such term commencing on the first day of January next following the election and shall serve until his successor shall be elected and qualified. He shall be elected by the electors of the corporation. Any vacancy in this office shall be filled by the mayor. 4252.

He shall have the custody of the money coming into the treasury, and, by the consent of his bondsmen, may deposit the same in such banks within the county as seem best for the protection of such funds.

The council, by ordinance, may fix the treasurer's compensation, and may designate the bank or banks within the county for such deposit as limited by law.

Solicitor.

A city solicitor shall be elected for a period of two years, term commencing on the first day of January next after his election. Such solicitor must be an attorney and counsellor at law, duly admitted to practice in this state. For duties, see General Code 4305-4317.

Vacancy filled by the mayor for unexpired term.

The city solicitor shall be prosecuting attorney of the police or mayor's court, and he or the assistant or assistants whom he may designate to act as prosecuting attorney or attorneys of the said courts shall receive for this service such compensation as council may prescribe, and such

MUNICIPAL CORPORATIONS.

additional compensation as the county commissioners shall allow.

Director of Public Service.

In each city there shall be a department of public service, which shall be administered by a director of public service, who shall be an elector of the city and appointed by the mayor, and shall serve until his successor is appointed and qualified.

He shall make rules and regulations for the administration of the affairs under his supervision; supervise all public works and undertakings of the city, except as otherwise provided by law. He shall keep a record of his proceedings.

The council shall fix his compensation.

Director of Public Safety.

In each city there shall be a department of public safety, which shall be administered by a director of public safety, appointed by the mayor. He shall serve until his successor is appointed and qualified. His compensation shall be determined by the council.

Under the direction of the mayor, the director of public safety shall be the executive head of the police and fire departments. He shall be the chief authority of charity, correction, and building departments. He shall have all powers and duties connected with and incident to the appointment, regulation, and government of these departments, except as otherwise provided by law.

For other duties, see 4368-4371.

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VILLAGE GOVERNMENT.

Officers.

1. Council.
2. Mayor.
3. Clerk.
4. Treasurer.
5. Marshal.
6. Street Commissioner.

The mayor, clerk, treasurer, marshal, street commissioner, and other officers and departments thereof as are created by law, shall be vested with the executive power and authority of the village. 4248.

ELECTION, DUTIES, VACANCIES, AND COMPENSATION.

Council.

The legislative power of each village shall be vested in, and exercised by, a council consisting of six members, who shall be elected by the electors at large for terms of two years, and shall serve until their successors are elected and qualified. 4215.

At the first meeting in January of each year the council shall at once elect from their own number a president pro tem to serve for one year. 4216.

The council may provide such employes for the village as they find necessary, and such employes may be removed by a majority vote of the council at any regular meeting.

In the absence of the mayor from the village, or when he is unable for any cause to perform his duties, the president pro tem of the council becomes acting mayor with same powers as mayor.

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When any expenditure is in excess of \$500.00, other than the compensation of persons employed, such contracts shall be in writing, and made with the lowest and best bidder, after advertising for not less than two nor more than four consecutive weeks in a newspaper of general circulation within the village. 4221.

When the president pro tem becomes mayor, the council shall fill the vacancy thus created as in other cases, and they shall proceed to elect from their own number another president pro tem. 4217.

Each member of council shall have resided in the village one year next preceding his election, and shall be an elector thereof.

No member of council shall hold any other office or employment, other than that of notary public or member of the state militia, or be interested in any contract with the village. A violation of the above or removal from the village will forfeit his office. 4218.

Council shall fix the salaries of its employes. Members of the council may receive a compensation of \$2.00 for each meeting not to exceed twenty-four meetings in any one year. 4219.

The village council may provide legal counsel when they think necessary and provide compensation therefor. 4220.

Mayor.

The election and term of office of mayor of village is same as for mayor of city.

He shall be chief conservator of the peace within the corporation. He shall be the president

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of the council and preside at all regular and special meetings of the council, but shall have no vote except in case of a tie. 4255.

In the absence of the mayor from the village or in case of his inability to serve, the president pro tem becomes acting mayor. In case of the mayor's removal from office from any cause, the president pro tem becomes mayor. 4256.

For removal of mayor by governor, see 4268.

The compensation of the mayor in part shall be fees not to exceed fees of justice of the peace for same work and a salary specified by the council. 4257.

Clerk.

The clerk of village shall be elected for a term of two years, commencing on the first day of January next after his election.

The general duties of the clerk are the same for the village as the auditor's are for the city. His seal shall have in the center the name of the village, and around the margin the words "Village Clerk."

Vacancy in the office of clerk shall be filled by the mayor, and he shall receive a salary to be determined by the council.

Treasurer.

The treasurer shall be elected for a term of two years, such term commencing on the first day of January next following his election, and shall serve until his successor shall be elected and qualified. He shall be elected by the electors of the corporation.

He shall have custody of the money coming

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into the treasury, and, by the consent of his bondsmen, may deposit the same in such bank or banks within the county as seem best for the protection of such funds.

The council, by ordinance, may designate the bank or banks within the county for such deposit as limited by law.

The mayor shall fill any vacancy occurring in the office of treasurer.

The treasurer of a village shall receive such compensation for his services as the council may determine upon.

Marshal.

The marshal shall be elected for a term of three years, commencing on the first day of January next after his election, and shall serve until his successor is elected and qualified. When provided for by council and subject to its confirmation, the mayor shall appoint all deputy marshals, policemen, night watchmen, and special policemen, and may remove them for cause, which shall be stated in writing to council.

The marshal shall be the peace officer of the village and the executive head under the mayor of the police force. 4384-4387.

If a vacancy occurs in the office of marshal, it shall be filled by appointment by the mayor.

The salary or compensation of the marshal shall be by fees and an amount allowed by the council.

Street Commissioner.

The street commissioner shall be appointed by the mayor and confirmed by the council for

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a term of one year, and shall serve until his successor is appointed and qualified.

Vacancies in the office of street commissioner shall be filled by the mayor for the unexpired term. In any village the marshal shall be eligible to appointment as street commissioner. 4363.

He shall supervise the improvement and repair of streets, avenues, sidewalks, etc. He shall also supervise the lighting, sprinkling, and cleaning of all public places, and shall perform such other duties consistent with the nature of his office as council may require. 4364.

The council shall, by ordinance or resolution, determine the salary of the street commissioner.

Police Judge.

In villages the council may, upon the recommendation of the mayor, have a vote of two-thirds of all the members elected, appoint some justice of the peace, or if there be no such justice of the peace, other suitable person resident of the corporation, or a justice of the peace for the township in which such corporation is situate, police justice, who shall, during the term of office of such mayor, have concurrent jurisdiction of all prosecutions for violations of ordinances of the corporation or city, and have the same power, duty, and responsibility in all such cases as the mayor.

The justice will be officially designated as "police judge," signing all process and records by that title, and be provided with a seal by the council to authenticate his process, etc.

COUNTY OFFICIALS.

1.	Commissioners.....	2395-2557
2.	Auditor.....	2558-2631
3.	Treasurer.....	2632-2749
4.	Recorder.....	2750-2781
5.	Surveyor.....	2782-2822
6.	Sheriff and Coroner.....	2823-2866
7.	Clerk of Courts.....	2867-2908
8.	Prosecuting Attorney.....	2909-2926
9.	Common Pleas Judge.....	1532-1558
10.	Probate Judge.....	1580-1604
11.	Representative.....	4826-4829

ELECTION.

The county officers are elected biennially on the first Tuesday following the first Monday of November, in the even numbered years, by a direct vote of the electors of the county, and begin their two year terms as follows:

Auditor, on the third Monday in October next following his election. 2558.

County Commissioners, on the third Monday of September next following their election. 2395.

County Recorder, County Surveyor, and County Treasurer each begin their term of office on the first Monday of September next after their election. The treasurer is limited to two consecutive terms.

County Coroner, County Prosecuting Attorney,

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and County Sheriff each begin their term of office the first Monday in January next after their election. The sheriff is limited to two consecutive terms.

County Clerk of the Common Pleas Court, first Monday in August next after his election.

The *Probate Judge* is elected quadrennially in each county, and shall hold his office four years, beginning on the ninth day of February next following his election.

After 1914, the *Common Pleas Judge* shall be elected by the electors of the county in which he resides. He shall be elected for a term of six years, beginning January first following his election. On and after January first, 1915, each judge will preside within the county where he resides.

The governor of the state shall cause the secretary of state to deliver to the judge so elected a commission for the period of six years.

County Representative.

Each county shall constitute a representative district, and is entitled to one representative, even if its population fall below the "representative ratio." The representative ratio is the whole population of the state divided by 100. Some counties have as many as ten representatives.

The representatives are elected by the voters of the county in which they reside, and shall serve for two years from January 1st next following their election.

COUNTY OFFICIALS.

DUTIES, VACANCIES, AND COMPENSATION.

County Commissioners.

1. At September session shall examine and compare the accounts and vouchers of the county auditor and treasurer, count the funds in the treasury, and direct the auditor to publish an exhibit of the receipts and expenditures for the past year.

2. Have the power to provide a court house, jail, offices for county officers, and an infirmary, when, in their judgment, they are needed. They shall provide rooms, fire and burglar-proof vaults and safes, and other means of security in the office of the county treasurer necessary for the protection of public moneys and property therein.

3. Shall construct and keep in repair the bridges of the county, unless in cities and villages exempted by law.

4. May cause creek or watercourse to be straightened to protect any bridge or road within its control.

5. They are the officers in trust of the public buildings and improvements of the county.

If a vacancy occurs in the office of commissioner more than thirty days before the next election for state and county officers, a successor shall be elected thereat. If the interests of the county require that the vacancy be filled before the election, the probate judge, auditor, and recorder of the county, or a majority of them, shall appoint one to serve until his successor is elected and qualified.

In each county in which on the twentieth day

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of December of the preceding year the aggregate of the tax duplicate for real estate and personal property is \$5,000,000.00 or less, each commissioner shall receive \$900.00, and after 1911 not exceed 115% of said salary, and in addition thereto if the tax duplicate is more than \$5,000,000.00, \$3.00 for each full \$100,000.00 of the amount of such duplicate more than \$5,000,000.00.

Extra on ditch work, \$3.00 per day each actually so employed, the total for said ditch work not to exceed \$300.00 in one year.

Maximum salary, \$3,500.00.

County Auditor.

1. By virtue of his office, he is secretary of the county commissioners. He shall keep a record of their proceedings and carefully preserve all documents, books, records, maps, etc., required to be deposited and kept in his office.

2. He shall certify moneys into the county treasury, except moneys collected on the tax duplicate.

3. Except money due the state, which shall be paid out upon the warrant of the auditor of the state, the county auditor shall issue warrants on the county treasurer for all moneys payable from such treasury.

4. The auditor shall make out a tax list and duplicate for the county. He shall also make all transfers of real estate when it changes owners, if properly certified to him.

5. By virtue of his office, the county auditor is county sealer of weights and measures.

If a vacancy occurs in the office of county

COUNTY OFFICIALS.

auditor more than thirty days before the next election for state and county officers, a successor shall be elected thereat. If deemed necessary, an auditor may be appointed by the county commissioners.

Treasurer.

The treasurer of the county shall collect the taxes as shown on the duplicate received from the auditor, receive all moneys paid to him by auditor, and dispose of the same as prescribed by law.

He can pay out money on the order of the state and county auditors.

Recorder.

The recorder must keep four separate sets of records, namely:

First, a record of deeds in which shall be recorded all deeds, powers of attorney, and other instruments of writing for the absolute and unconditional sale or conveyance of lands, tenements, and hereditaments;

Second, a record of mortgages, in which shall be recorded all mortgages, powers of attorney, or other instruments of writing by which lands, tenements, or hereditaments are or may be mortgaged or otherwise conditionally sold, conveyed, effected, or incumbered in law;

Third, a record of plats, in which shall be recorded all plats and maps of town lots and of sub-divisions thereof, and of other divisions or surveys of lands;

Fourth, a record of leases and powers of attorney for the execution of leases.

LOCAL CIVICS.

All instruments entitled to record shall be recorded in the order in which they are presented.

Surveyor.

He shall perform for the county all duties now or hereafter authorized or declared by law to be done by a civil engineer or surveyor. Prepare plans, specifications, estimated cost, and submit forms of contracts for construction or repair of all bridges, culverts, roads, drains, ditches, and other public improvements, except buildings constructed under the authority of any board within and for the county.

He shall be subject to the county commissioners concerning the inspection of the public improvements within the county.

Sheriff.

Each sheriff shall preserve the public peace and cause all persons guilty of breach thereof, within his knowledge, to give security to appear at the succeeding term of common pleas court, or commit them to jail. He shall return a transcript of all proceedings so taken to such court, and shall serve all warrants, writs, and other process to him directed by lawful authority. He shall attend upon the common pleas court during their sessions, and, when required, upon the probate court.

Coroner.

When informed that the body of a person whose death is supposed to have been caused by violence has been found within the county, the

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coroner shall proceed at once to the place where the body is and inquire into the cause of death.

If he finds that the deceased came to his or her death by force or violence and by any other person or persons so charged and there present, he shall arrest such person or persons and convey the same immediately before a proper officer for examination according to law. If the person or persons so charged are not present, he shall notify one or more justices of the peace and the prosecuting attorney, if within the county, of the facts so found, in order that the persons may be immediately dealt with according to law.

Clerk of the Court of Common Pleas.

General Duties.—The clerk shall indorse on each pleading or paper in a cause filed in his office the time of filing, enter all orders, decrees, judgments, and proceedings of the courts of which he is by law the clerk, make a complete record of each cause, unless by law or the order of the court such record is dispensed with, and pay over to the proper parties all moneys coming into his hands as clerk.

Prosecuting Attorney.

The prosecuting attorney shall prosecute on behalf of the state all complaints, suits and controversies in which the state is a party and such other suits, matters, and controversies as he is directed by law to prosecute within or without the county, in the probate court, common pleas court, and circuit court.

In conjunction with the attorney-general, he

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shall also prosecute cases in the supreme court arising in his county.

The prosecuting attorney shall be the legal advisor of the county commissioners and all other county officers and county boards, and any of them may require of him written opinions or instructions in matters connected with their official duties.

Judge of the Common Pleas Court.

The judge of the common pleas court is the presiding officer of said court, which court has original jurisdiction in all civil cases where the sum and matter in dispute exceeds the exclusive original jurisdiction of justices of the peace, and appellate jurisdiction from the decision of county commissioners, justices of the peace, and other inferior courts in the proper county, in all civil cases, subject to the regulations provided by law.

The judge of the common pleas court also has jurisdiction over most classes of criminal cases.

Judge of the Probate Court.

The probate court has jurisdiction, either exclusive or concurrent, in matters relative to wills, executors, or administrators, guardians and trustees, appropriation of property, insolvent debtors, and marriages.

Representative.

The representative shall have power to present bills or measures to become laws; may enter into debates upon the same and cast his vote for or against any measure proposed to become a law. See General Assembly.

COUNTY OFFICIALS.

County Treasurer, County Recorder, County Surveyor, County Sheriff, County Coroner, and County Clerk of the Court.

When a vacancy occurs in the offices of the above, the county commissioners shall fill the same by appointment for unexpired time. The county clerk shall be appointed within ten days, otherwise the county auditor shall fill the vacancy.

County Prosecuting Attorney.

Vacancy filled by common pleas court.

Probate Judge and Common Pleas Judge.

Governor shall appoint for unexpired term.

County Representative.

The governor, upon satisfactory information of a vacancy in the office of representative or senator, shall issue a writ of election directing that a special election be held to fill the vacancy.

With the exception of county surveyor and county coroner, who still are compensated by stipulated fees, the county officers receive salaries either in proportion to the population of the county or the amount of valuation of its real estate and personal property.

Auditor, Treasurer, and Probate Judge.

Receive salaries based upon the population of the county, being the same for each, viz.:

1. \$100.00 for each full 1,000 of the first 15,000 population.

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2. \$65.00 for each full 1,000 of the second 15,000 population.

3. \$55.00 for each full 1,000 of the third 15,000 population.

4. \$45.00 for each full 1,000 of the fourth 15,000 population.

5. \$35.00 for each full 1,000 of the fifth 15,000 population.

6. \$25.00 for each full 1,000 of the sixth 15,000 population.

7. \$5.00 per 1,000 for each full 1,000 of such population of the county in excess of 90,000.

Maximum, \$6,000.00.

Clerk's Salary.

Based on the same population as above, shall be: \$85.00; \$60.00; \$50.00; \$40.00; \$30.00; \$20.00, and \$5.00. Maximum, \$6,000.00.

Sheriff's Salary.

\$65.00; \$55.00; \$35.00; \$25.00; \$15.00, and \$5.00. Maximum, \$6,000.00.

Recorder's Salary.

\$60.00; \$50.00; \$40.00; \$30.00; \$20.00; \$10.00, and \$5.00. Maximum, \$6,000.00.

Prosecuting Attorney's Salary.

\$60.00; \$50.00; \$60.00; \$40.00 \$30.00; \$10.00, and \$10.00. Maximum, \$5,500.00 and an allowance for expenses equal to one-half of his official salary. 3003.

For all county officials' salaries, see 2977 to 3053.

COUNTY OFFICIALS.

Common Pleas Judge's Salary.

\$3,000.00, and \$25.00 for each 1,000 population of the county in which he resides, based on last federal census before beginning of term. 2980-1.

Deputies, Assistants, Clerks, Etc.

The aggregate sum fixed by the county commissioners to be expended in any one year for the compensation of such deputies, assistants, bookkeepers, clerks, or other employes, except court constables, shall not exceed, for any county auditor's office, county recorder's office, sheriff's office, or office of the clerk of courts, an aggregate amount to be ascertained by computing 30% on the first \$2,000.00 or fractional part thereof, 40% on the next \$8,000.00 or fractional part thereof, and 85% on all over \$10,000.00 of fees, costs, percentages, penalties, allowances, and other perquisites collected for the use of the county in any such office for official services during the year ending September 30, next preceding the time of fixing such aggregate sum, and an additional sum may be allowed by applying to a judge of the common pleas court.

The deputies, etc., may be appointed by the above-named officers.

Representative's Salary.

\$1,000.00, mileage of 2 cents per mile each way once a week during the session from and to his place of residence by most direct route. If absent without leave and not excused upon his return, his compensation shall be reduced \$10.00 for each day's absence.

BOARDS OF EDUCATION.

O. L. V. 104.

ORGANIZATION.

Officers.

The board of education of each city, village, and rural district shall organize on the first Monday of January after the election of members of such board. One member of the board shall be elected president, one as vice-president, and a person who may or may not be a member of the board shall be elected clerk. The president and vice-president shall serve for a term not to exceed two years.

The board shall fix the time of holding its regular meetings.

Vacancies.

Vacancies in the organization are filled by the board.

Treasurer of School Funds.

4763, O. L. V. 104.

4782, O. L. V. 104.

4784, O. L. V. 104.

In each city school district the treasurer of the city funds shall be the treasurer of the school funds. In all village and rural districts, which do not provide legal depositories as provided by law, the county treasurer shall be the treasurer

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of the school fund of such districts. When a depository has been provided by law for the school moneys of the district, the board of education of the district, by resolution adopted by a vote of a majority of its members, shall dispense with a treasurer of the school moneys belonging to such school boards. In such case the clerk of the board of education shall perform all the services, discharge all the duties, and be subject to all the obligations required by law of the treasurer of such school funds.

BOARDS OF EDUCATION.

O. L. V. 104, p. 133.

Kinds of Districts. 4679.

The school districts of the state shall be styled respectively:

1. City School Districts. 4680.
2. Village School Districts.
3. Rural School Districts.
4. County School Districts.

A village district may dissolve and join a contiguous rural district. 4682-1, O. L. V. 104.

Each city, together with the territory attached to it for school purposes, and excluding the territory within its corporate limits detached for school purposes, shall constitute a city district.

Each village, together with the territory attached to it for school purposes and having in the district thus formed a total tax valuation of not less than \$100,000.00, shall constitute a village school district.

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Each county, exclusive of the territory embraced in any city school district exempted from the supervision of the county board of education by the provisions of sections 4688 and 4688-1, and territory detached for school purposes, shall constitute a county school district.

ELECTION, DUTIES, VACANCIES, AND COMPENSATION.

City Board.

1. In cities of less than 50,000 population, the board of education shall not consist of less than three nor more than five members, elected at large by the qualified electors of such district. 4698, O. L. V. 103.

2. In cities containing 50,000 persons or more, but less than 150,000 persons, the board of education shall consist of not less than two members nor more than seven members, elected at large by the qualified voters of the school district, and not less than two nor more than twelve members elected from sub-districts by the qualified electors of their respective sub-districts.

3. In cities containing a population of 150,000 persons or more, the board of education shall consist of not less than five nor more than seven members, elected at large by the qualified electors of such district. The office of sub-district members in boards of education in all such school districts is hereby abolished, to take effect January, 1914.

The board of education shall determine within the limits prescribed the number of directors of such district.

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Ten per cent of the electors of such district may petition for a vote as to the number and organization of the board, in which event it must be taken.

The term of office of all members of boards of education in cities shall be four years, beginning on the first Monday of January next after his election. 4698-4707.

Vacancies in all boards of education are filled by the board for the unexpired term. 4748.

Village Board.

In village districts, the board of education shall consist of five members, elected at large at the same time as municipal officers are elected and in the manner provided by law.

The term of office to be regularly four years.

Rural Board.

In rural districts, the board of education shall consist of five members, elected at large at the time township officers are elected for a term of four years. 4712, O. L. V. 104.

Each member of the board of education of rural districts, except such districts as contain less than sixteen square miles, shall receive as compensation \$2.00 for each regular meeting actually attended by such member, but for not more than five meetings in any year.

County Board.

Each county school district shall be under the supervision and control of a county board of education consisting of five members, who shall

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be elected by the presidents of the various village and rural boards of education in such county school district.

One member at least must be a resident of a village district if such district is located in the county school district, and at least three members of such board shall be residents of rural districts, but not more than one member shall reside in any one village or rural district.

Each year after the first election one member of the county board of education shall be elected in the same manner for a term of five years. 4728, O. L. V. 104.

The county board of education shall have control of all the schools in the county district.

Shall divide the county district into supervision districts.

Elect county superintendent; under certain conditions, elect district superintendent, and perform other duties as provided by law. 4734, O. L. V. 104.

Each member of the county board of education shall be paid his actual and necessary expenses incurred during his attendance upon any meeting of the board. 4734, O. L. V. 104.

County Superintendent. 4744.

The county board of education shall appoint a superintendent for a term of not longer than three years, whose term shall begin on the first day of August next after his appointment. 4744.

The vacancies in the office of county superintendent shall be filled by appointment of the county board. 4706-3.

BOARDS OF EDUCATION.

The county superintendent shall hold monthly meetings with the district superintendents and advise with them on school efficiency. With the advice of the district superintendent, he shall outline a schedule of school visitation for the teachers of the county school district. He shall visit and inspect the school under his supervision as often as possible. And perform other duties prescribed by law.

The county board at the time of his appointment shall fix his salary, which shall not be less than \$1,200.00, and a sum not to exceed \$300.00 for traveling expenses and clerical help.

District Superintendent. 4739.

Each supervision district shall be under the direction of a district superintendent.

Such district superintendent shall be elected by the presidents of the village and rural boards of education within such district, except where such supervision district contains three or fewer rural or village school districts, the boards of education of such school districts in joint session shall elect such superintendent. His first election shall not be for over one year, and subsequent ones not to exceed three years.

Vacancies are filled by the appointing power.

The district superintendent, as often as advisable, shall visit the schools under his charge, direct and assist teachers in the performance of their duties, classify and control the promotion of pupils, and shall spend not less than three-fourths of his working time in actual class-room supervision. He shall be the chief executive

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officer of all boards of education within his district, and shall attend any and all meetings, and perform other duties under sections 7706 to 7706-2.

The compensation shall be fixed at the time of his appointment by the same authority which appoints him. Minimum, \$1,000.00. 4743.

For the qualifications of county superintendent and district superintendent, see sections 4744-4 to 4744-5.

SCHOOL EXAMINERS.

1. State Board.
2. County Board.
3. City Board.

ELECTIONS, VACANCIES, DUTIES, AND COMPENSATION.

State Board.

There shall be a state board of school examiners consisting of five competent persons, resident of the state, to be appointed by the superintendent of public instruction. Not more than three of them shall belong to the same political party. The term of office of such examiners shall be five years. 7805, O. L. V. 104.

The term of one of the examiners shall expire on the thirty-first day of August each year.

When a vacancy occurs in the board, whether from expiration of office, refusal to serve, or other cause, the superintendent of public instruction shall fill it by appointment for the full or unexpired term, as the case demands. 7806, O. L. V. 104.

The board thus constituted may issue three grades of life certificates, which shall be for different grades of school according to branches taught, and be valid in the schools specified therein. 7807, O. L. V. 104.

Each member of the board shall receive \$5.00

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for each day he is necessarily in official service, and also his actual and necessary expenses, to be paid out of the state treasury on the order of the state auditor. All books, stationery, and blanks required by the board shall be furnished by the secretary of state. 7810, O. L. V. 104.

County Board.

There shall be a county board of school examiners for each county, consisting of the county superintendent, one district superintendent, and one other competent teacher, the latter two to be appointed by the county board of education. 7811, O. L. V. 104.

When a vacancy occurs in the board, the county board of education promptly shall fill it by appointment for the full or unexpired term. 7814, O. L. V. 104.

The term of office of such appointive school examiners shall be two years. 7813, O. L. V. 104.

County boards of school examiners may grant teachers' certificates for one year and three years, which shall be valid in all villages and rural school districts of the county wherein they are issued. Not more than three one-year certificates may be issued to any one person. Such three-year certificate may be renewed twice only on proof of successful teaching. 7821, O. L. V. 104.

Each member of the county board of school examiners, except the clerk thereof, shall receive \$10.00 for each examination of fifty applicants or less; \$14.00 for each examination of more than fifty applicants and less than one hundred;

SCHOOL EXAMINERS.

\$18.00 for each examination of one hundred applicants and less than one hundred and fifty; \$20.00 for each examination of one hundred and fifty applicants and less than two hundred, and \$4.00 for each additional fifty applicants, or fraction thereof, to be paid out of the county treasury on the order of the county auditor. Books, blanks, and stationery shall be furnished by the county board of education. 7834, O. L. V. 104.

City Board.

There shall be a city board of school examiners for each city school district. Such board shall consist of the city superintendent of schools and two other competent teachers serving full time in the day schools of such city, to be appointed by the city board of education. The term of office of each (appointed) examiner shall be two years. 7838, O. L. V. 104.

When a vacancy occurs in the board of city examiners the city board of education shall fill it by appointment for the full or unexpired term, as the case demands. 7839, O. L. V. 104.

The city board of school examiners may grant teachers' certificates for one year and three years from the first day of September following the examination, which shall be valid within the district wherein they are granted. 7845, O. L. V. 104.

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Ohio was admitted into the Union in 1803, forming the seventeenth state.

This work has to deal only with the present government of the state. We therefore refer those interested in its settlement and history to Howe's "Historical Collections of Ohio."

The Ordinance of 1787 provided for the government of the Northwestern Territory, out of which five states were formed, Ohio being the one in the southeastern portion, and bordering on the Ohio River, from which it derives its name. This is the name given by the Iroquois Indians to the river, and means beautiful, or the beautiful river. The French called it *la belle riviere*.

Ohio now has eighty-eight counties.

FLAG.

The flag of the state is pennant-shaped.

It has three red and two white horizontal stripes. The union of the flag is seventeen five-pointed stars, white, in a blue triangular field. The base is the staff end or vertical edge of the flag, and the apex is the center of the middle red stripe.

EMBLEM (FLOWER).

The scarlet carnation is the state flower of Ohio, adopted as a token of love and reverence for the memory of William McKinley.

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COAT-OF-ARMS.

The coat-of-arms of the State of Ohio is a shield in the form of a circle. In it, in the foreground, on the right, a sheaf of wheat; on the left, a bundle of seventeen arrows, both standing erect; in the background and rising above the sheaf of wheat and arrows, a mountain range, over which appears a rising sun.

SEAL.

All the official seals shall have engraved thereon the coat-of-arms of the state.

The great seal of the state and the seal of the supreme court shall each be two and one-half inches in diameter.

The seal of the secretary of state shall be two and one-fourth inches in diameter.

The seal of a notary public shall not be less than one and one-fourth inches in diameter.

All other seals shall be one and three-fourths inches in diameter.

The respective seals shall be surrounded by the following words, according to use of seal:

1. "The Great Seal of the State of Ohio."
2. "The Supreme Court of the State of Ohio."
3. "Court of Appeals, ——— County, Ohio."
4. "Common Pleas Court, ——— County, Ohio."
5. "Probate Court, ——— County, Ohio."
(Insert the name of proper county.)
6. All other court seals shall be surrounded by the proper name thereof.
7. "The Seal of the Secretary of State of Ohio."

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8. "The Seal of the Treasurer of State of Ohio."

9. "The Public Utilities Commission of Ohio."

10. "The Superintendent of Banks of the State of Ohio."

11. The seal of each benevolent institution shall be surrounded by the proper name thereof.

12. The seals of all other state, county, and municipal officers shall be surrounded by the proper name of the officer.

13. "Notarial Seal, ——— County, Ohio."
(Insert county.)

Where a seal is required, it must be affixed to make the document valid.

STATE GOVERNMENT.

There are three departments of state government, viz.: Legislative, Executive, and Judicial.

LEGISLATIVE DEPARTMENT.

The legislative department, known as the General Assembly, consists of the Senate and House of Representatives. The members of both branches of the General Assembly are elected at the regular election on the first Tuesday after the first Monday in the even numbered years. They are elected for two years, and their term of office begins on the first day of January next following their election.

STATE SENATORS AND SENATORIAL DISTRICTS.

The senatorial ratio is the whole population of the state divided by thirty-five.

There are thirty-four senatorial districts in the

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state, and at present thirty-three senators. The districts vary as to the number of counties forming same. Cuyahoga, Hamilton, and Lucas each form a district. The other districts consist of two or more counties. In order that a district may have a senator its population must equal or exceed the "senatorial ratio." If a district does not contain the "senatorial ratio," two districts may be joined together to have a senator.

After each federal census is taken, a new apportionment of senators and representatives is made by the governor, state auditor, and secretary of state.

STATE REPRESENTATIVES AND REPRESENTATIVE DISTRICTS.

(See Ante, Page 30.)

Any county containing one and three-fourths the "representative ratio" is entitled to two representatives; two and three-fourths the "ratio," to three representatives, and so on. At present there are one hundred twenty-three representatives.

GENERAL ASSEMBLY.

Organization. 33-34.

The chief clerk, journal clerk, message clerk, sergeant-at-arms, and second assistant sergeant-at-arms of each house of the general assembly shall be present and assist in the organization of the next succeeding general assembly. For the purpose of organizing the senate and house of representatives of the general assembly, a certificate of election from the board of deputy state supervisors of elections of the proper county shall

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be prima facie evidence of the right to membership of the person therein certified to be elected senator or representative.

Organization of Senate. 35.

At ten o'clock, forenoon, of the day for the beginning of a regular session of the general assembly the president of the senate or, in case of his absence or inability, the oldest senator-elect present, shall take the chair, call the senators-elect to order, and appoint one of them clerk pro tempore. The senatorial districts shall be called in their numerical order by the chairman, and as they are called the persons claiming to be senators-elect therefrom shall present their certificates and take the oath of office.

Officers of the Senate. 36.

If there is a quorum present after the senators-elect have taken the oath of office, the senate shall proceed to the election of a president pro tempore, a clerk, and five assistant clerks, viz.: a journal clerk, message clerk, engrossing clerk, enrolling clerk and a recording clerk, a sergeant-at-arms, first assistant sergeant-at-arms, and a second assistant sergeant-at-arms. The election shall be in the order herein stated and by viva voce vote.

Organization of the House. 37.

On the day appointed for the beginning of the regular session of the general assembly, at ten o'clock, forenoon, the secretary of state, or in case of his absence or inability, the auditor of state shall take the chair in the hall of the house

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of representatives, call to order the representatives-elect, and appoint one of them clerk pro tempore. He also shall call the counties in alphabetical order, and as they are called the representatives-elect therefrom shall present their certificates and take the oath of office.

Officers of the House. 38.

If, after the representatives-elect have taken the oath of office, a quorum is present, the house shall proceed to the election of a speaker, a speaker pro tempore, a clerk, five assistant clerks, viz.: a journal clerk, message clerk, engrossing clerk, enrolling clerk, and a recording clerk; a sergeant-at-arms, first assistant sergeant-at-arms, second assistant sergeant-at-arms, and a third assistant sergeant-at-arms. The election shall be in the order stated and by viva voce vote.

A majority of the votes given at an election for an officer of either house shall be necessary to elect. If a choice is not made on or before the tenth voting, the person thereafter receiving the highest number of votes shall be declared elected.

Pages. 44.

The president of the senate shall appoint three pages, and the speaker of the house of representatives five pages, who shall serve during the sessions of the general assembly, unless sooner dismissed for cause by the officer appointing them or by the house for which they were appointed.

Duties.

It shall be the duty of the general assembly to make, amend, and repeal the laws of the state.

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Salaries. 50.

Each member of the general assembly shall receive as compensation a salary of \$1,000.00 a year, which shall be paid in monthly installments of not to exceed \$200.00 during the year; but in any year in which a session of the general assembly is held, the balance of the salary for such year shall be paid at the end of the session.

Each member shall receive two cents per mile each way for mileage once a week during the session from and to his place of residence, by the most direct route of public travel to and from the seat of government, to be paid at the end of each regular or special session.

If a member is absent without leave, or is not excused on his return, there shall be taken from his compensation \$10.00 for each day's absence.

VACANCIES.

Senators and Representatives. 4829.

When a vacancy in office of representative to congress or senator or representative to the general assembly occurs, the governor, upon satisfactory information thereof, shall issue a writ of election directing that a special election be held to fill such vacancy in the territory entitled to fill it on a day specified in the writ. Such writ shall be directed to the sheriff or sheriffs within such territory, who shall give notice of the time and places of holding such election as in other cases. Such elections shall be conducted and returns made as in regular elections.

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Officers of Senate and House.

If a vacancy occurs in the offices of the senate or house, it shall be filled by the respective body in which such vacancy exists.

Appointive Officers.

Vacancies in the appointive offices shall be filled by the authority having original power to appoint.

DUTIES.

For the duties of chief clerk, journal clerk, message clerk, sergeant-at-arms, and the second assistant sergeant-at-arms, see page 53.

Compensation. 51.

The clerks and sergeants-at-arms of the senate and house of representatives, and their assistants, each shall be paid \$5.00 for each day's attendance during the session.

For services rendered at the organization of the general assembly each of the officers named under section 33, unless re-elected to his position, shall be paid \$5.00 for each day for not exceeding ten days.

The clerks and sergeants-at-arms of the house and senate each shall be paid \$5.00 per day for the time after adjournment of the general assembly, in the performance of the duties required of them.

Pages. 56.

The compensation of pages and other employes of either house shall be fixed by resolution

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of such house and not changed during the term for which fixed.

EXECUTIVE DEPARTMENT.

The executive department of the state government shall consist of two classes of officers, to-wit: Elective state officers and appointive state officers.

Elective Officers.

1. Governor.....	77-154
2. Lieutenant Governor.....	2248-4826
3. Secretary.....	235-295, 155-234
4. Auditor.....	235-295
5. Treasurer.....	296-330
6. Attorney General.....	331-351
7. Commissioners of the Sinking Fund (Auditor of State, Secretary of State, Attorney General).....	382-403

Appointive State Officers.

1. Public Utilities Commission.....	487- 551
2. Superintendent of Insurance....	615- 709
3. Superintendent of Banks.....	710- 744
4. Supervisor of Public Printing...	745- 787
5. Board of Library Commissioners.	788- 798
6. Geologist.....	799- 810
7. Commissioner of Soldiers' Claims.....	811- 819
8. Fire Marshal.....	820- 843
9. Inspector of Oils.....	844- 871
10. Highway Commissioner.....	1178-1231
11. Board of Health.....	1232-1261
12. Medical Board.....	1262-1295
13. Board of Pharmacy.....	1296-1313

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14. Dental Board 1314-1334
15. Board of Embalming Examiners. 1335-1348
16. Board of State Charities 1349-1359
17. Blind Commission 1360-1369
18. Board of Accountancy 1370-1379
19. Board of Uniform State Laws . . 1380-1386
20. Tax Commission 1465-1 to 1465-36
21. Liability Board of Awards,
1465-37 to 1465-81
22. Superintendent of Public In-
struction 352- 367
23. Board of Public Works 368- 381
24. Industrial Commission 871-1 to 871-45

When the industrial commission was created it superseded the state liability board of awards, abolished the departments of commissioner of labor statistics, chief inspector of mines, chief inspector of workshops and factories, chief examiner of engineers, board of boiler rules, and state board of arbitration and conciliation, merged certain powers and duties of said departments to said industrial commission of Ohio, and granted such commission certain other powers, as found in Vol. 103, p. 95-109, laws of Ohio.

The governor appointed three members, one for two years, one for four years, and one for six years; thereafter each member shall be appointed for six years. Salary for each, \$5,000.00.

Agricultural Commission of Ohio. 1079, O. L. V. 104, p. 201.

Three are appointed by the governor, with the advice and consent of the senate, and the fourth

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member shall be the dean of the Ohio State University. The first board shall be appointed for two, four, and six years respectively, and thereafter the ones appointed by the governor shall be for a term of six years. Each member shall receive a salary of \$5,000.00 Vacancies filled as in other cases of appointment.

Their duties, powers, and regulations shall be as prescribed in Vol. 103, pp. 304 to 341, Ohio Laws.

The agricultural commission shall succeed to, and be possessed of, the rights, authority, and powers now exercised by the state board of agriculture, the secretary of the state board of agriculture, the board of livestock commissioners, the board of control of the state agricultural experiment station, the state dairy and food commissioner, the commissioner of fish and game, the state board of veterinary examiners.

EXECUTIVE OFFICERS.

Election of State Officers. 77, 155, 296, 331.

The governor, lieutenant governor, secretary of state, treasurer, and attorney general shall each be elected biennially, at the regular election in the even-numbered years, by the electors of the state, and shall hold their offices for a period of two years and until their successors are elected and qualified. Their terms of office commence on the second Monday of January next after their election.

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AUDITOR.

235.

The auditor of state shall be elected quadrennially, and shall hold his office for a term of four years and until his successor is elected and qualified. The term of office of the auditor of state shall commence on the second Monday of January next after his election.

COMMISSIONERS OF THE SINKING FUND.

This board of commissioners shall consist of the auditor of state, secretary of state, and attorney general. The auditor of state shall be president, and the secretary of state shall be secretary. The board may appoint a clerk at an annual salary not exceeding \$1,200.00, which shall be paid from the sinking fund.

DUTIES, VACANCIES, AND COMPENSATION.

Governor.

The governor is the chief executive of the state. It is his duty to see that the laws are enforced, and, if necessary, he may call out the militia for that purpose.

In case of the death, resignation, impeachment, or removal of the governor, the lieutenant governor succeeds him in office.

The governor's salary shall be \$10,000.00.

For Compensation and Salaries of State Officers, see 2248 to 2264.

Lieutenant Governor.

The lieutenant governor shall be president of the senate and perform the duties of the governor

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in case of his disability, death, or removal from office.

Should a vacancy occur in an elective state office other than that of a member of the general assembly or of a governor, it shall be filled by appointment by the governor until the difficulty is removed or a successor is elected and qualified.

Such vacancies shall be filled by election at the first general election for the office that is vacant that occurs more than thirty days after the vacancy shall have occurred. The person elected shall fill the vacancy for the unexpired term. 141.

The lieutenant governor's salary shall be \$1,500.00.

The secretary of state, auditor, treasurer, and attorney-general shall receive \$6,500.00 each.

Secretary of State.

The secretary of state has charge of and publishes the state laws; he collects and publishes state statistics; he is state supervisor of elections; he issues certificates of incorporation, and performs other duties. 157, 160-162.

For the filling of vacancy in office of secretary of state, see under lieutenant governor.

The salary of the secretary of state is given under lieutenant governor.

Auditor of State.

The auditor of state is the bookkeeper of the state. He ascertains the amount of money due the state from the counties, and makes settlements with the county treasurers. He has charge

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of the bureau of accounting. By virtue of his office, he is a member of the various official boards and commissions. 237-295.

For vacancy and salary for auditor of state, see under lieutenant governor.

State Treasurer.

The state treasurer has the custody of all money belonging to the state. He can pay out money only on warrants issued by the auditor, and there must be existing law for such payments. 302.

For the method of filling vacancy and for the amount of salary in treasurer's office, see lieutenant governor.

Attorney-General.

The attorney-general is the legal adviser of the executive officers of the state, of the members of the general assembly, and of the prosecuting attorneys of all the counties. He serves as counsel for the state in civil and criminal cases. 341-343.

APPOINTIVE STATE OFFICERS.

(For sections, see p. 58.)

1. *Appointment Public Utilities Commission.*

This commission shall consist of three members appointed by the governor.

He at first appointed the three to serve respectively two, three, and six years, after which he appoints one member biennially to serve six years.

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2. *Superintendent of Insurance.*

The governor, with the advice and consent of the senate, shall appoint a superintendent of insurance, who shall serve for a term of three years, and have an office at the state capitol. No person shall be appointed to such office who has any official connection with an insurance company, owns any stock therein, or is interested in the business thereof, except a holder of a policy.

3. *Superintendent of Banks.*

With the advice and consent of the senate, the governor shall appoint a superintendent of banks, who shall hold his office for the term of four years and until his successor is appointed and qualified. He may be removed by the governor at any time.

4. *Superintendent of Public Printing.*

The secretary of state, auditor of state, and attorney-general, by virtue of their offices, shall be commissioners of public printing.

5. *Board of Library Commissioners.*

This state board shall consist of three members. The governor, biennially, with the advice and consent of the senate, shall appoint one commissioner for the term of six years.

6. *Geologist.*

The governor may appoint a geologist, who shall serve for a term of three years, unless he is removed for cause.

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7. *Commissioner of Soldiers' Claims.*

The commissioner of soldiers' claims shall be appointed by the governor, with the advice and consent of the senate.

He shall hold his office for a term of two years and until his successor is appointed and qualified.

8. *Fire Marshal.*

With the advice and consent of the senate the governor shall appoint a state fire marshal, who shall hold his office for a term of two years and until his successor is appointed and qualified.

He shall have his principal office in the city of Columbus.

9. *Inspector of Oils.*

The state inspector of oils shall be appointed by the governor, with the consent of the senate. He shall hold his office for the term of two years from the fifteenth day of May of each even-numbered year, and until his successor is appointed and qualified. No person interested in the manufacturing, dealing in, or vending illuminating oil or a product of petroleum shall be eligible to appointment.

10. *Highway Commissioner.*

The state highway department shall consist of three bureaus, to be known as the bureau of construction, the bureau of maintenance and repair, and the bureau of bridges. The governor, with the advice and consent of the senate, shall appoint a state highway commissioner, who shall serve for the term of four years. He shall be a

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competent civil engineer and experienced in the construction, improvement, maintenance, and repair of roads and bridges, and devote his whole time and attention to the duties of his office.

11. *Board of Health.*

The state board of health shall consist of eight members, seven of whom shall be appointed by the governor, with the advice and consent of the senate.

Each year he shall appoint one member of the board, who shall serve for a term of seven years from the thirteenth day of December.

The attorney-general shall be ex-officio a member of the board.

12. *State Medical Board.*

The state medical board shall consist of seven members appointed by the governor, with the advice and consent of the senate. The members of this board shall be physicians in good standing in their profession. One member shall be appointed each year and shall serve for the term of seven years.

Schools of practice shall be given representation on the board as nearly as possible in proportion to their numerical strength in the state, but no school shall have a majority on the board.

13. *Board of Pharmacy.*

There shall be a state board of pharmacy, consisting of five members, who shall be appointed by the governor, with the consent of the senate.

The Ohio Pharmaceutical Association may

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annually submit to the governor the names of five registered pharmacists, and from these names, or others, at his discretion, the governor each year shall appoint one member of the board for a term of five years and until his successor is appointed and qualified.

14. *State Dental Board.*

The members of this board shall be five in number, each of whom shall have been in the legal practice of dentistry in the state at least five years next preceding his appointment.

The governor, with the advice and consent of the senate, shall appoint one member each year, who shall serve for a term of five years and until his successor is appointed and qualified.

No person so appointed shall be an officer of a dental college or a member of the faculty thereof, or serve for more than two terms.

15. *Board of Embalming Examiners.*

The state board of embalming examiners shall consist of the president and secretary of the state board of health and three persons appointed by the governor. The persons so appointed shall be practical embalmers, with at least five years' experience in the practice of embalming and the preparation and disposal of the dead in this state.

16. *Board of State Charities.*

The board of state charities shall consist of nine members, eight of whom shall be appointed by the governor. Of the members so appointed not more than four shall be of the same political party or belief.

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The governor shall be ex-officio a member of the board, and each year shall appoint two members of the board, each of whom shall serve for a term of four years.

17. *Ohio Commission for the Blind.*

There shall be a state board to be known as the Ohio commission for the blind, consisting of six members, one of whom shall be the superintendent of the state school for the blind and five shall be appointed by the governor. Each year the governor shall appoint a member of the commission, who shall hold office for a term of five years.

18. *State Board of Accountancy.*

There shall be a state board of accountancy consisting of three members, not more than two of whom shall belong to the same political party. Each member of the board shall be a person skilled in the knowledge and practice of accounting and actively engaged as a professional public accountant within this state.

19. *Board of Uniform State Laws.*

This board of uniform state laws shall consist of three competent persons to be appointed by the governor. Each year one commissioner shall be appointed, who shall hold his office for a term of three years. The governor may remove any one or all of the commissioners for cause, and he may fill any vacancy by appointment for the unexpired term.

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20. *Tax Commission.*

The tax commission shall consist of three members. The governor shall have the power to appoint the members of the tax commission, one member to be appointed biennially for a term of six years from the second Monday of February following his appointment, which appointment must be made between the first day and second Monday of February.

21. *Liability Board of Awards.*

The liability board of awards is composed of three members, not more than two of whom shall belong to the same political party. The members of this board were appointed by the governor within thirty days after the passage of the act creating the board, one of which members was appointed for the term of two years, one for four years, and one for six years, and thereafter as their terms expire the governor shall appoint one member for the term of six years.

22. *Superintendent of Public Instruction.*

The superintendent of public instruction shall be appointed by the governor. He shall hold his office for a term of four years, and until his successor is appointed and qualified, such term commencing on the second Monday of July.

23. *Board of Public Works.*

The superintendent of public works of Ohio shall be a practical civil engineer, and shall be appointed by the governor, and shall hold his office for a term of one year from date of appointment and until his successor is duly qualified.

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24. *Industrial Commission.*

The industrial commission of Ohio is composed of three members, appointed by the governor. At first three members were appointed, one for a term of two years, another for a term of four years, and the third for a term of six years. Thereafter each member shall be appointed for a term of six years. (See Number 24 on page 59.)

25. *Agricultural Commission of Ohio.* (See Page 59.)

DUTIES AND SALARIES.

Appointive State Officers.

The respective duties of the appointive officers are indicated in a general way by the title of the office which they hold. Should it be desired to obtain a more detailed account of said duties, it may be done by referring to the notated sections of the Ohio General Code, to-wit:

	OFFICERS.	SECTIONS.
1.	Public Utilities Commission.....	487-551-6
	Salary.....\$6,000 00	
2.	Superintendent of Insurance.....	615-709
	Salary..... 6,000 00	
3.	Superintendent of Banks.....	710-744
	Salary..... 5,000 00	
4.	Board of Public Printing.....	745-787
	Salary (Supervisor). 2,000 00	
5.	Board of Library Commission.....	788-798
	Salary..... None	
6.	Geologist.....	799-810
	Salary..... 200 00 per Mo.	
7.	Commissioner of Soldiers' Claims.....	811-819
	Salary..... 2,500 00	

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8.	Fire Marshal.....	820-843
	Salary.....	3,000 00
9.	Inspector of Oils.....	844-871
	Salary.....	3,500 00
10.	Highway Commissioner.....	1178-1231
	Salary, Trav. Ex. &.....	4,000 00
11.	Board of Health.....	1232-1265
	Trav. Exp. and.....	4 00 per day
12.	Medical Board.....	1262-1295
	Expenses and.....	10 00 " "
13.	Board of Pharmacy.....	1296-1313
	Expenses and.....	5 00 " "
14.	Dental Board.....	1314-1334
	Expenses and.....	10 00 " "
15.	Board of Embalming Examiners.....	1338-1348
	Expenses and.....	10 00 " "
16.	Board of State Charities.....	1349-1359
	Salary (Secretary)..	2,500 00
17.	Blind Commission.....	1360-1369
	Traveling Expenses.	
18.	Board of Accountancy.....	1370-1379
	Salary not to exceed	5 00 " "
	and expenses.	
19.	Board of Uniform State Laws.....	1380-1386
	Exp. not to exceed..	75 00 each
20.	Tax Commission.....	1465-1465-36
	Salary.....	5,000 00 "
21.	Liability Board of Awards.....	1465-37 to 1465-81
	Salary.....	5,000 00 "
22.	Superintendent of Public Instruction....	352-367
	Salary.....	4,000 00
23.	Superintendent of Public Works, Vol. 103.	404-486
	Salary.....	4,000 00
24.	Industrial Commission.....	871-1 to 871-45
	Salary.....	5,000 00 each
25.	Agricultural Commission of Ohio, 1079, O. L. V. p.201	
	Salary.....	5,000 00 "

Judicial Department.

1.	Supreme Court.....	1466-1499
2.	Clerk of Supreme Court.....	1500-1513
3.	Court of Appeals (O. L. V., p.	
	441-414.....	1514-1531

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4.	Court of Common Pleas	1532-1558	
5.	Superior Court of Cincinnati.	1559-1579	
6.	Municipal Court of Cleveland (O. L. V. 103, p. 682)	1579-26	to 1579-54
7.	Municipal Court of Dayton (O. L. V. 103, p. 385)	1579-46	to 1579-87
8.	Municipal Court of Columbus (O. L. V. 103, p. 292)	1558-46	to 1558-93
9.	Municipal Court of the City of Hamilton	1579-90	to 1579-126
10.	Municipal Court of Youngs- town	1579-127	to 1579-182
11.	Municipal Court of Cincinnati.	1558-1	to 1558-45
12.	Probate Court	1580	to 1683
13.	Court of Insolvency	1605	to 1638
14.	Juvenile Court	1639	to 1683
15.	Attorneys-at-Law	1698	to 1711
16.	Justice of the Peace	1712	to 1806

UNITED STATES.

SENATORS.

Each state of the Union is entitled to two senators in the United States Congress.

Election. 4828-2, O. L. V. 104, p. 8.

On the first Tuesday after the first Monday in November, 1914, and every sixth year thereafter, and on the first Tuesday after the first Monday in November, 1916, and every sixth year thereafter, the electors of the state shall vote for a member of the senate of the United States each for the term commencing on the 4th day of March next succeeding his election.

Vacancy.

When a vacancy occurs in the representation of this state in the senate of the United States,

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by death, resignation, or otherwise, the same shall be filled by the governor appointing some suitable person having the necessary qualifications for senator, which appointee shall hold office until the fifteenth day of December next succeeding the next election of state officers which occurs more than 180 days after such vacancy happens. At such next election of state officers a special election to fill such vacancy shall be held.

Representatives.

Ohio is entitled to twenty-two representatives in the house of the United States Congress, chosen by the electors of the congressional districts of the state every second year, on the first Tuesday after the first Monday in November.

Vacancy.

When a vacancy occurs in the representation of this state in the house of representatives of the United States, the governor shall issue a writ to hold a special election in that district to fill such vacancy.

JUDICIAL DEPARTMENT.

ELECTION, VACANCIES, DUTIES, AND COMPENSATION.

1. *Supreme Court.*

The supreme court shall consist of a chief justice and six judges.

A chief justice shall be elected every six years, beginning in 1914, to hold his office for a term of

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six years, commencing on the first day of January next after his election. 1466-1499.

Vacancies occurring in the office of chief justice shall be filled in the manner prescribed for the filling of vacancies in the office of judge of the supreme court.

For jurisdiction, see 1475, O. L. V. 103.

The salaries of the chief justice and judges shall be as follows:

Chief Justice, \$7,000.00.

Judges of Supreme Court, each \$6,500.00.

2. *Clerk of Supreme Court.*

The supreme court shall appoint a clerk of said court, who shall hold his office until removed by such court.

In case of vacancy, the supreme court shall appoint his successor.

The clerk shall prepare the necessary dockets, attend the sessions, enter and record the orders, judgments, decrees, and proceedings of the supreme court and supreme court commission, and issue necessary writs and process.

The clerk of the supreme court shall receive a salary of \$4,000.00.

3. *Court of Appeals.*

The court of appeals shall consist of three judges in each district, one of whom shall be chosen every two years, and shall hold his office for six years, beginning on the ninth day of February next after his election.

Vacancies in this court are filled as in the court of common pleas.

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The court of appeals shall have jurisdiction over cases given under section 1523.

The salary shall be \$6,000.00 each.

4. *Court of Common Pleas.*

There shall be a court of common pleas in each county of the state, held by one or more judges residing therein and elected by the electors thereof. Each judge shall hold office for six years, and his successor shall be elected at the election in the even-numbered years next preceding the expiration of his term. Each judge heretofore elected shall, after the year 1914, serve as a judge of the common pleas court of the county of which he was a resident at the time of his election. For additional judges, see O. L. V. 103, p. 677.

For vacancy, duties, and salary, see respectively pages 37, 36, and 39, under "county officials."

5. *Superior Court of Cincinnati.*

The superior court of Cincinnati shall continue as now organized and consist of three judges. One judge of the superior court of Cincinnati shall be chosen biennially by the electors of said city on the first Tuesday after the first Monday of November of each odd-numbered year, and serve for a term of six years from the first day of January next following his election.

In case of vacancy, the governor shall appoint for the unexpired term.

For jurisdiction of this court, see section 1571.

The salary of the superior judge is \$300.00, and, in excess of this \$25.00 for each 1,000 pop-

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ulation, but the maximum shall not exceed \$6,000.00.

6. *Municipal Court of Cleveland.*

The municipal court of Cleveland shall consist of seven judges, one of whom shall be chief justice, and all of whom shall at the time of their election be qualified electors and residents of Cleveland, and shall have been admitted to the practice of law at least five years. 1579-2 to 1579-54.

Vacancies, except those of clerk, shall be filled by appointment by the governor until a successor is elected and qualified, which must be at the next election, if more than thirty days after the vacancy occurs.

For jurisdiction of this court, see section 1579-6, O. L. V. 103, p. 683.

The judges shall receive not less than \$1,500.00 each from the county commissioners, and not less than \$3,000.00 each from the treasury of the city of Cleveland.

The chief justice, who shall be separately nominated and elected, shall receive not less than \$1,500.00 from the treasury of Cuyahoga County, and not less than \$3,500.00 from the treasury of Cleveland.

7. *Municipal Court of Dayton.*

The municipal court of Dayton shall consist of three judges, one of whom shall be chief justice, and the police judge of Dayton at the time of creating the municipal court shall be first chief justice. The additional judges were elected for terms of four years, commencing on the first

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of January, 1914. The chief justice shall be elected at the municipal election next preceding the expiration of his term. His election shall be for four years.

Vacancies to be filled as in the police courts.

For jurisdiction, see section 1579-51, O. L. V. 103, p. 386.

Salary of judges not less than \$3,500.00 each, and chief justice not less than \$4,000.00, from county and city as prescribed.

8. *Municipal Court of Columbus.*

This court shall consist of four judges, one of whom shall be chosen annually by its members as presiding judge.

Vacancies may be filled same as in common pleas courts.

For jurisdiction, see section 1558-51, O. L. V. 103, p. 292.

The judges shall receive from the treasury of Franklin County not less than \$1,000.00 each, and out of the treasury of Columbus not less than \$2,500.00 each.

9. *Municipal Court of the City of Hamilton, Ohio.*

This court shall be presided over by one judge, known as a Municipal Judge, and whose term of office shall be four years.

Vacancies arising from any cause shall be filled as prescribed for filling vacancies in common pleas court.

For jurisdiction of this court, see 1579-92, O. L. V. 103, p. 345.

The municipal judge of the municipal court of the city of Hamilton, Ohio, shall receive a

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salary of \$2,000.00 per annum, payable in monthly installments out of the treasury of the city of Hamilton, Ohio.

At the general election in 1913 a clerk was elected for a term of four years at a minimum salary of \$1,200.00.

For duties of clerk, see O. L. V. 103, p. 351.

10. *The Municipal Court of Youngstown, Ohio.*

There is established in and for the city of Youngstown and township of Youngstown, Ohio, a municipal court, which is a court of record, and is styled "The Municipal Court of Youngstown, Ohio."

This municipal court shall consist of two judges, one of whom shall be presiding judge, and such additional number of judges as the legislative authority of the city of Youngstown may determine.

Biennially, on the fourth Monday of November, at one o'clock in the afternoon of the odd-numbered years, the respective judges of the said municipal court shall meet and select: First, one of their number as presiding judge; Second, a clerk, a chief deputy clerk, a bailiff, and a chief deputy bailiff, who shall serve until their successors are appointed and qualified. 1579-127 to 1579-182, O. L. V. 103.

A vacancy in the office of the judge of the municipal court shall be filled by appointment of the governor, until a successor is elected and qualified, which shall be done at the next regular election, if vacancy occurs more than thirty days before said election.

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For jurisdiction of this court, see O. L. V. 103, p. 355.

Each judge of this court shall receive as a minimum salary as follows: From the treasury of Mahoning County, \$600.00; from the treasury of Youngstown Township, \$400.00; and from the treasury of the city of Youngstown, \$2,000.00.

Clerk, chief deputy clerk, deputy clerks, bailiff, chief deputy bailiff, deputy bailiff.

(For appointment, see page 78.)

Vacancies are filled by judges of municipal court for unexpired term.

The salaries of the court officers are as follows:

	MIN FROM		
OFFICER.	COUNTY.	TWP.	CITY.
Clerk.....	\$350	\$250	\$1200
Chief Deputy Clerk.....		1200
Deputy Clerk.....		600
Bailiff.....	350	250	1200
Chief Deputy Bailiff.....		1200
Deputy Bailiff.....		720

11. *Municipal Court of Cincinnati.*

House Bill No. 25, O. L. V. 103, changed the name of the police court in Cincinnati to "The Municipal Court of Cincinnati."

There shall be five judges for the municipal court of Cincinnati, one of which shall be presiding judge, and the police judge, by the passage of the bill, creating the municipal court, shall become the first presiding judge. The bill provides that at the municipal election in 1913 four judges be elected, two for four, and two for two years.

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The successors shall be elected for a term of four years.

The municipal court shall have the same jurisdiction in criminal matters and prosecutions and violations of ordinances as heretofore had by the police court of Cincinnati, and in addition thereto shall have ordinary civil jurisdiction within the limits of said city of Cincinnati, as noted in Vol. 103, pages 281, 282; Vol. 104, sections 1558-12 to 1558-45.

The presiding judge shall be separately nominated and elected.

If the office of a judge of the municipal court of Cincinnati becomes vacant, the vacancy shall be filled by appointment by the governor for the unexpired term.

The salary of a judge of the municipal court of Cincinnati shall be \$4,000.00, of which \$3,000.00 shall be paid out of the treasury of the city of Cincinnati and \$1,000.00 out of the treasury of Hamilton County.

12. *Probate Court.*

A probate court is established in each county, which shall be held at the county seat. For the election, term, vacancies, duties, and salary of probate judge, see county officials, pages 30, 36, 37.

13. *Court of Insolvency.*

There shall be established in Hamilton County a court of record, which shall be styled "The Court of Insolvency." It shall consist of one judge, who shall be elected quadrennially by the electors of the county on the first Tuesday

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after the first Monday in November, and hold his office for a term of four years, commencing on the first day of January next after his election. 1605.

If the office of such judge becomes vacant before the expiration of the regular term for which he was elected, the governor shall fill the vacancy by appointing until a successor is elected and qualified. Such successor shall be chosen for the remainder of the term on the first Tuesday after the first Monday that occurs in an even-numbered year more than thirty days next after such vacancy shall have happened. G. C. 1606.

The court of insolvency shall have original jurisdiction in cases, matters, and things relating to, and arising under, the laws now in force or hereafter enacted, regulating the mode of administering assignments in trust for the benefit of creditors and other matters same as probate judge. 1613.

His salary shall be the same as the probate judge of the same county.

14. *Juvenile Court.*

Courts of common pleas, probate courts, and insolvency courts and superior courts, where established, shall have and exercise, concurrently, the powers and jurisdiction conferred in this chapter. The judges of such courts in each county at such times as they determine shall designate one of their number to transact the business arising under such jurisdiction.

The juvenile court is one in which the judge so designated presides. 1639, O. L. V. 104, p. 176.

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The juvenile court shall have jurisdiction over, and with respect to, delinquent, neglected, and dependent minors under the age of eighteen years.

Justice of the Peace.

All justices of the peace shall be elected for a term of four years by the electors of the civil township. Election in odd-numbered years.

If a vacancy occurs in the offices of the justice of the peace, the trustees shall appoint for the unexpired term. 10224.

Justices of the peace within and coextensive with their respective counties shall have jurisdiction and authority:

1. To administer an oath authorized or required by law to be administered.
2. To take the acknowledgments of deeds, mortgages, and other instruments of writing.
3. To solemnize marriages.
4. To issue subpoenas for witnesses and coerce their attendance in causes or matter wherein they are required to take depositions.
5. Forcible entry and detention; exceptions as to Cuyahoga and Franklin Counties. To try the action of forcible entry and detention or the detention only of real property.
6. To proceed against security for costs and bail for the stay of execution on their dockets.
7. Attachments; exceptions as to Cuyahoga and Franklin Counties. To issue attachments and proceed against the goods and effects of debtors in certain cases.

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8. To issue executions on judgments rendered by them.

9. To proceed against constables failing to make return, making false return, or failing to pay over money collected on execution issued by said justice.

10. To try the right of the claimant to property taken in execution or attachment.

11. To act in the absence of the probate judge in the trial of contested elections of justices of the peace.

12. To try actions against other justices of the peace for refusing or neglecting to pay over moneys, etc. 10224.

Compensation of the justice of the peace shall be specified fees.

EXCEPTIONS.

		Clerk.	
In Cincinnati	\$2,500	\$750	1747
“ Cleveland	1,800	900	1751
“ Columbus	1,500	1,000	1753, 1759
“ Toledo	1,800	1,500	1777, 1785
“ Youngstown Tp.	1,200	50 per month.	
“ Youngstown Tp.	250	for rent and janitor.	

Attorney-at-Law.

No person shall be permitted to practice as an attorney and counselor at law or to commence, conduct, or defend any action or proceeding in which he is not a party concerned, either by using or subscribing his own name or the name of another person, unless he has been admitted to the bar by order of the supreme court or two judges of the same. 1698, O. L. V. 103.

LOCAL CIVICS.

No person shall be excluded from acting as an attorney at law and practicing in the courts of this state on account of sex. 1669.

No person shall practice as an attorney and counselor at law in any court of this state who does not reside in the state, or is not a citizen of the United States, or who is a sheriff, coroner, or deputy sheriff. No judge of any court of record in Ohio, while holding commission as such judge shall engage in the practice of law during his term of office. 1706.

Nothing herein contained shall prevent a judge of any court of this state from finishing business undertaken in the United States circuit court of appeals or supreme court of the United States prior to his election as a judge.

An alien who has declared his intention of becoming a citizen of the United States may practice as if he were a citizen.

The supreme court, court of appeals, or court of common pleas may suspend or remove an attorney for cause. 1707, O. L. V. 103.

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