

## DIGEST OF THE SYSTEM OF CIVIL GOVERNMENT

## DEPARTMENT OF THE INTERIOR.

The Interior Department is under the immediate control of the Secretary of the Interior. He is appointed by the President, and receives a salary of \$12,000 per year. In this department, as the name implies, is conducted most of the public business relating to domestic or internal affairs, and, like most of the other executive departments, it is divided into a number of subdivisions and branches. The Secretary of the Interior is charged with a general supervision over public business connected with the following branches, viz.: 1st. The census of the United States. 2d. All matters connected with public lands. 3d. Everything relating to the Indians or Indian affairs. 4th. All matters concerning pensions or bounty lands. 5th. The issuance and filing of patents and caveats. 6th. The custody and distribution of publications. 7th. The compilation of statistics relating to educational matters in the various States. He also has oversight over several of the Government's charitable and benevolent institutions. For the purpose of handling properly the business connected with most of the subjects mentioned, there are bureaus organized for the purpose.

The salaries paid to the principal officials connected with the Interior Department are as follows: First assistant secretary of the interior, \$5,000 per year; assistant secretary, \$4,500; chief clerk, \$3,000; assistant attorney-general (Dept. of Interior), \$5,000; commissioner of the General Land Office, \$5,000; commissioner of Indian affairs, \$5,000; superintendent of Indian schools, \$3,000; commissioner of the Pension Office, \$5,000; medical referee, \$3,000; commissioner of the Patent Office, \$5,000; commissioner of the Education Office, \$4,500; director of geological surveys, \$6,000; director Reclamation Service, \$7,500.

## DEPARTMENT OF AGRICULTURE.

This department was formerly connected with the Interior Department, but in 1889 it was reorganized and made independent, and the Secretary of Agriculture was made a member of the Cabinet. The head of this department is appointed by the President, and receives a salary of \$12,000 per annum.

The general duty and design of the Department of Agriculture is to acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of that word, and to procure, propagate and distribute among the people new and valuable seeds and plants.

The following is a list of the chief officials connected with the Department of Agriculture and their salaries, and the list will also serve to indicate the various lines of work handled by and the various duties which devolve upon the department, viz.: Assistant secretary of agriculture receives \$5,000 per annum; chief of Weather Bureau, \$6,000; chief of Bureau of Animal Industry, \$5,000; statistician, \$3,500; chemist, \$5,000; entomologist, \$4,000; botanist, \$3,240; chief of forestry division, \$5,000; pomologist, \$3,000; plant pathologist and physiologist, \$3,500; director of the office of experiment stations, \$4,000; chief of division of accounts and disbursements, \$3,250; editor, \$3,000; agriculturist, \$3,500; director of public roads, \$3,000; statistical scientist in charge of investigations of production and distribution, \$3,000; chief of biological survey, \$3,000; chief of bureau of soils, \$3,500; chief of bureau of plant industry in charge of seed distribution, \$5,000.

## DEPARTMENT OF JUSTICE.

The head of the Department of Justice is the Attorney-General, who is appointed by the President, and receives a salary of \$12,000 per annum. The principal assistant of the Attorney-General is the Solicitor-General, who receives \$7,500 per year. There are a number of assistant attorney-generals who receive \$5,000 per annum, and a special assistant attorney-general is appointed for nearly all of the various departments, including the Treasury, State, Post Office and Interior Departments. Besides these there are a number of special officials connected with the Department of Justice, such as attorney in charge of titles, \$2,700; chief clerk and superintendent of buildings, \$3,000; appointment clerk, \$2,000; attorney in charge of pardons, \$2,750; solicitor internal revenue, \$4,500; superintendent of prisons and prisoners, \$3,000; chief examiner, \$2,750; chief of division of accounts, \$2,500; disbursing clerk, \$2,750; solicitor for department of commerce and labor, \$5,000.

The Attorney-General is the legal adviser of the President, and it is the duty of the Department of Justice to give all opinions and render all services requiring the skill of persons learned in the law necessary to enable the President and other officers of the various Government departments to discharge their respective duties. This department is also required to prosecute or defend all suits or proceedings in which the United States is interested. The Attorney-General has general supervision over all the solicitors for the various departments; and also exercises general superintendence and direction over all United States marshals and United States district attorneys of all the districts of the United States and Territories.

## DEPARTMENT OF COMMERCE AND LABOR.

The Department of Commerce and Labor was established in February, 1903. The general design of this department is to collect, assort and systematize statistical details relating to the different branches of labor and commerce in the United States. The head of this department, known as the Secretary of Commerce and Labor, is appointed by the President, is a member of the Cabinet and receives a salary of \$12,000 per annum. The following are the principal officials under his control together with the salary paid: The commissioner of the bureau of manufacturers, \$4,000 per year; commissioner of the bureau of corporations, \$5,000; commissioner of the bureau of labor, \$5,000; director of bureau of the census, \$7,000; superintendent of the coast and geodetic survey, \$6,000; chief of bureau of statistics, \$4,000; supervising inspector-general of steamboat inspection service, \$4,000; commissioner of bureau of fisheries, \$6,000; commissioner of bureau of navigation, \$4,000; commissioner-general of bureau of immigration and naturalization at \$5,000; director of bureau of standards, \$5,000.

## INDEPENDENT DEPARTMENTS.

There are several independent departments, which, although none of them are as important as the foregoing, and their heads are not Cabinet members, yet they form a very necessary part and attend to very important branches of the National Government.

**Government Printing Office.** The head of this branch of public work is the Public Printer, who is appointed by the President, and receives a salary of \$5,500 per year. His chief clerk is paid \$2,400 per year, and there is a foreman of printing and a foreman of binding, each of whom receive \$2,100 per annum.

**Civil Service Commission.** This commission consists of three commissioners, each of whom are paid \$4,500 per year. The chief examiner connected with the commission is paid \$3,000 per annum, and the secretary \$2,500.

**Interstate Commerce Commission.** This commission was created for the purpose, and charged with the duty, of seeing that the laws regulating interstate commerce were faithfully executed and observed, and to prevent unjust discrimination on the part of railway corporations and common carriers. The commission consists of seven commissioners appointed from different sections of the United States, each of whom receives a salary of \$10,000 per year. The secretary of the commission receives a salary of \$5,000 per annum.

## JUDICIARY.

The judicial powers of the United States are vested in the following named courts, viz.: The United States Supreme Court, consisting of one chief justice and eight associate justices; the United States Court of Claims, which consists of one chief justice and four judges; the United States Circuit Court of Appeals; and the United States Circuit and District Courts. All judges of United States Courts are appointed for

life, or during "good behavior." The chief justice of the United States Supreme Court receives a salary of \$13,000 per annum, and the associate justices \$12,000 each. The circuit judges receive a salary of \$7,000 each per annum, district judges, \$6,000, and Court of Claims, judges receive \$6,000, and chief justice \$6,500 per year.

The jurisdiction of the United States Courts extends to all cases in law and in equity arising under the Constitution, the laws of the United States, and treaties; to all cases affecting ambassadors, other public ministers and consuls; to all cases of admiralty and maritime jurisdiction; to controversies to which the United States shall be a party; to controversies between two or more States; between a State and a citizen of another State; between citizens of different States; between citizens of the same State claiming lands under grants of different States. In all cases affecting ambassadors, other public ministers and consuls, and those in which a State is a party the Supreme Court has original jurisdiction. In the other cases the Supreme Court has appellate jurisdiction.

## LEGISLATIVE DEPARTMENT.

The legislative powers of the United States are vested in a Congress, which consists of a Senate and House of Representatives, and which meets annually at Washington on the first Monday of December. The constitution gives to Congress the following general powers: To lay and collect taxes, duties, imposts and excises; pay the debts of the United States; borrow money on the credit of the United States; to regulate commerce; to establish uniform laws on naturalization and bankruptcy; to coin money and regulate the value thereof; fix the standard of weights and measures; to declare war; to raise and support armies (but it is provided that no appropriation for this purpose can be for a longer period than two years); to provide and maintain a navy; to grant letters of marque and reprisal, and make rules concerning captures on land and water; to make rules for the government and regulation of the land and naval forces; to establish postoffices and postroads; to promote the progress of science and the useful arts by securing for limited times, to authors and inventors, the exclusive right to their respective writings and discoveries; to constitute tribunals inferior to the Supreme Court; to define and punish piracies and felonies committed on the high seas and offense against the law of nations; to exercise exclusive legislation over the District of Columbia and places purchased for forts, magazines, arsenals, etc.; and further to make all laws necessary for the general welfare of the United States, and for "carrying into execution the foregoing powers, and all other powers vested by the Constitution in the Government of the United States, or in any department or officer thereof." The Constitution expressly forbids Congress making any law respecting the establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances. Congress cannot suspend the privilege of the writ of *habeas corpus* except in cases of rebellion or invasion when the public safety may require it. No bill of attainder or *ex post facto* law can be passed. No tax or duty can be laid on articles exported from any State. No preference can be given by any regulation of commerce or revenue to the ports of one State over those of another. No title of nobility can be granted. Every law passed by Congress must be submitted to the President for his approval. If he returns it with his objections, or vetoes it, the measure may be passed over his veto by a two-thirds vote of both branches of Congress.

The Senate, or the "Upper House of Congress," is composed of two Senators from each State in the Union. They are elected by the Legislatures of their respective States, for a term of six years, and receive a salary of \$7,500 per annum. No person can be elected to the United States Senate who has not attained the age of thirty years, been nine years a citizen of the United States, and is when elected an inhabitant of the State from which he is chosen. The Senate has sole power to try all impeachments. Its consent and confirmation is necessary for all important officers appointed by the President. Its consent is also necessary to conclude any treaty.

The House of Representatives is the "Lower House of Congress." Each State in the Union is divided into congressional districts, of as nearly equal population as is practicable. In each district a representative is elected by the people for a term of two years, and each is paid a salary of \$7,500 per year. Besides these, a delegate from each organized Territory is admitted to the House of Representatives, who is not entitled to a vote, but has the right to debate on all subjects in which the Territory which he represents has an interest. No person can be a representative who has not attained the age of twenty-five years, been seven years a citizen of the United States, and is at the time of his election an inhabitant of the State from which he is chosen. All bills for raising revenue must originate in the House of Representatives.

## STATE GOVERNMENT

THE method of State government throughout the United States follows very closely the general plan of government that prevails in national affairs. The various functions of government in State affairs are handled in departments, with a State officer at the head of each branch, and the lines are clearly drawn between the executive, legislative and judicial powers. All the States are governed under a constitution, which outlines and defines the powers which each of these departments shall exercise and possess. All of the most important State officials are elected by the people, but in many of the States the less important offices are filled by appointment of the Governor, by and with the consent of the State Senate.

## GOVERNOR.

The Governor is the highest executive officer in all the States of the Union, and is elected by a direct vote of the people. The term of office varies materially in the different States, ranging from two to six years. As to the matter of salary that the Governor receives, it also differs widely throughout the different States and is subject to frequent change. At the present writing three States—New York, Pennsylvania and New Jersey pay their Governors \$10,000 per year; Illinois \$12,000; California \$6,000; Minnesota, Indiana, Alabama, Colorado, Louisiana, Missouri, Montana, Virginia and Wisconsin all pay \$5,000 per year; Kentucky \$6,500; Massachusetts and Ohio \$8,000; Nevada, Connecticut, Michigan, Tennessee, Texas and Washington, \$4,000; Maryland and Oklahoma \$4,500; Mississippi, Arkansas, Florida and South Carolina \$3,500; Iowa, Georgia, Idaho, Kansas, North Carolina, North Dakota and Rhode Island \$3,000; West Virginia \$2,700; South Dakota, Nebraska and Wyoming \$2,500; Delaware, Maine, New Hampshire and Utah \$2,000; and Oregon and Vermont \$1,500.

About the only statement concerning the qualifications required for this office that would be common to all the States is that he must be a citizen of the State in which he is elected. In most of the States, in addition to the salary named, the Governor is furnished with a residence, which is known as the "Executive Mansion."

The powers and duties that devolve upon the Governor are about the same in all of the States. He is charged with a general supervision over the faithful execution of the laws, and is the legal custodian of all the property of the State not specifically entrusted to other officers by law, and is authorized to take summary possession of such property. He is expected to communicate by message to each session of the State legislature such information or recommendations regarding State affairs as he may deem necessary and proper, and he is empowered to call extra sessions of that body whenever the public welfare may demand. He accounts to the same body for all moneys received and paid out, and presents estimates of amounts to be raised by tax-

ation for various purposes. He has a negative (or veto) upon all laws passed by the Legislature, but it is provided that measures may be passed over his veto by a two-thirds vote of that body. The Governor is commander-in-chief of the State military or naval forces, and has authority to call out such forces to preserve peace and execute the laws when the local authorities are unable to accomplish this. He may require the opinion of the various State officers upon any subject relating to their respective offices, and examines and approves the bonds of State officials. In many States the Governor has power to grant reprieves and pardons, after conviction, for all offenses against the State except in cases of impeachment; but in a few of the States the pardoning power is vested in a board selected for that purpose, of which the Governor is generally ex-officio member. The Governor has the appointment of a number of State officers, and in many cases if an elective office becomes vacant he has the power to fill it by appointment; has power in many States to suspend a State officer, or even a county officer, pending a legal investigation. The Governor issues requisitions upon the executives of other States for parties charged with crime who escape to other States, and he has power to issue warrants for fleeing criminals upon requisition of other Governors.

## LIEUTENANT-GOVERNOR.

The office of Lieutenant-Governor does not exist in all of the States in the Union, at least not under this name, as in a few of the States this officer is only known as the President of the State Senate. In some of the States the Lieutenant-Governor is paid a certain amount per day during sessions of the Legislature or General Assembly, and in others he is allowed a fixed salary, but it is provided that if the duties of Governor should devolve upon him, he shall during the continuance of such emergency be entitled to the emoluments thereof. The principal duty of the Lieutenant-Governor is to act as the presiding officer of the State Senate or Upper House of the State Legislature. In case a vacancy should occur in the office of Governor, the Lieutenant-Governor would act as Governor until such vacancy was filled by election; and in all cases where the Lieutenant-Governor is unable to act as presiding officer of the Senate, a President *pro tempore* is chosen by that body. The Lieutenant-Governor has no vote in the Senate except in cases of a tie or equal division of the members.

## SECRETARY OF STATE.

The office of Secretary of State is one of the most important offices within the gift of the people of a State, and the office exists under this name in every State in the Union. The Secretary of State may be said to be the official secretary of the Governor, and countersigns all commissions issued by the chief executive, and he is the custodian of the Great Seal of the State. As a rule it is the duty of the Secretary of State to call the House of Representatives to order and preside until a temporary presiding officer, or Speaker, is elected. It is his duty to see that the halls are prepared for the Legislature or General Assembly; he prepares the legislative manual and causes it to be printed and distributed; secures the printing and distribution of the State laws; indexes and files executive documents; provides and distributes election blanks; has charge of all books, bills, papers, etc., of the Legislature, and is practically "keeper of all public acts, laws, records, bonds, etc." The Secretary of State is required to keep a register of all the official acts of the Governor, and affixes the Seal of the State to all official commissions, etc., keeps a record of them, and is obliged to give any person a copy of the same when demanded. In all of the States the Secretary of State is *ex officio* member of a number of the State boards, but no list of these could be given that would apply to all States, as they are different in the various States.

## STATE AUDITOR.

The office of Auditor of State exists under one name or another in nearly every State in the Union. The title of this office, however, is not alike in all the States, as many of them, notably California, Connecticut, Florida, Georgia, Maryland, Nevada, New Jersey, New York, South Carolina, Tennessee, Texas, and a few others, it is known as State Comptroller. In a few of the States, including Michigan and Pennsylvania, the office is called Auditor-General, and in two of the States the public accounts are audited by a Board of Auditors. In all the States, however, the duties that devolve upon this branch of the State Government are practically the same, and a general explanation of the scope of work handled by the State Auditor in one State will apply, except as regards minor details, to all of the States. It is the duty of the State Auditor to keep the accounts of the State with any other State or Territory, and with the United States and all public officers, corporations and individuals having accounts with this State. He audits the accounts of all public officers who are to be paid out of the State Treasury, and all persons who are authorized to receive money out of the State Treasury. In fact, all claims against the State which are to be paid out of the State Treasury must be presented to the Auditor, who, after the same is adjusted, issues warrants therefor payable at the Treasury. A complete record of each warrant is kept by the Auditor, who also keeps an account with the State Treasurer, charging him with all moneys paid into the Treasury, and giving credit for all warrants paid, and the books and vouchers of the Treasury must balance therewith, as settlements are made between these two officers at stated intervals. In a number of the States the Auditor is charged with a general supervision over certain corporations, such as insurance and banking corporations and building and loan associations, and in some States is *ex-officio* a member of a number of State boards. He generally has authority to make and execute satisfactions of judgments and assignments thereof in behalf of the State.

## STATE TREASURER.

This is one of the most important executive offices in the gift of the people of a State. The State Treasurer handles vast sums of the people's money, and as a rule a very heavy bond, ranging from \$500,000 up into the millions, is required of him; and generally the Governor is empowered to demand additional bonds if he deems the bond insufficient to fully protect the State.

The duties of the State Treasurer are implied by the title of the office, and they are very much the same throughout all of the States of the Union. The State Treasurer is custodian of all the State funds. He deposits these funds in banks, which give bonds to secure the Treasurer or State against loss, and which pay interest on daily balances. The Treasurer pays out State funds only on warrants issued or signed by the State Auditor, or other proper official, and a full record of all warrants is kept in both the auditing office and Treasurer's office. The manner by which the Treasurer receives the revenues of the State is different in different States. In some States the Auditor issues an order for him to receive the same and charges the amount against the Treasurer. In others he is charged with all moneys which he is entitled to receive, and then given credit for delinquencies. In still other States the Treasurer issues duplicate receipts for all moneys paid in, which must be countersigned by the Auditor to be valid, and one of these must be deposited with the Auditor, so he may charge the amount against the Treasurer. In this way a double system is carried on—both Auditor and Treasurer keeping a full account of all moneys received and paid out, and their books and accounts must balance, as at stated intervals the Treasurer must make settlements with the Auditor and submit books, vouchers, etc., to the Legislature. In most of the States the State Treasurer is required to publish at stated times, in the newspapers at the capital, an itemized statement of the public accounts, expenditures, funds, receipts and disbursements. He is also required to make a complete report and itemized statement to each session of the Legislature. In nearly all of the States the law is very explicit in outlining the duties of the State Treasurer, the following being very common provisions in relation to the office, viz.: That a complete record of all moneys must be kept, showing what is received or paid out of the various "funds," which "funds" must be exhibited in separate accounts. In several of the