

September, 1948

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THE LARGEST ORGANIZATION OF ITS KIND GIVING SAFE MAINTENANCE AT LOW COST

Party Mechanism in a Democracy

By

CHARLES PARKER

You are hearing more about political parties this year. Progressives and States Rights Democrats are on the scene. The ballot you vote in November will have more than the old-line Democratic and Republican columns on it for the first time since Norman Thomas' Socialists appeared on it in 1932.

Politics in the year 1948 is keeping up with its economic and scientific neighbors. It is more complex. It has professional politicians walking on eggs and the rest of us peering around corners for hidden meanings—and motives.

The multiplicity of parties—four in North Carolina where for years two sufficed—is causing some bewildered citizens to ask questions. One of them is "Why political parties anyway?" The implication is that we could have good democratic government without the biennial ballyhoo.

The idea sounds good at the rosy end of an evening. Just let everyone step up and say whom he wants to be president and governor, and what he wants them to do. There's just one trouble with the idea. It won't work. Our American political parties were developed by men who went to bed with rosy ideas like that and woke up after wrestling with bad dreams of millions of people writing thousands of different names and ideas on scraps of paper instead of putting neat crosses on printed ballots. They took whatever they used for headaches a hundred and fifty years ago



Old and new officers of the Democratic State Executive Committee meet in the State Capital on August 13: L. to r., front row, LeRoy Martin, retiring secretary; Victor Bryant, secretary; Capus Waynick, chairman; Wilkins P. Horton, retiring chairman. Back row, Kerr Scott, Governor-nominate; Mrs. D. A. McCormick, vice-chairman; Joe Blythe, national committeeman; Mrs. B. B. Everett, retiring vice-chairman; Governor R. Gregg Cherry.

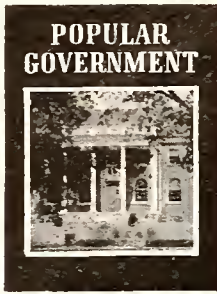
and got together with friends of similar belief and emerged as Federalists and Republican-Democrats. The names have changed and processes have expanded, but for a century and a half the American people have selected and directed their governments through the party system. Edmund Burke looked upon the political party as a "body of men united for the purpose of promoting by their joint endeavors the public interest upon some principle in which they are all agreed." Dr. Arthur Norman Holcombe, Professor of Government in Harvard University, looked more "practically" upon the business and suggested that a political party is "a part of the whole body of people who have combined together in order to pursue more particularly their own particular interests."

Practical or ideal, the political party is in one respect like plumbing—as long as it is in working order you don't pay it much attention.

The political party is a vital part of the machinery of democracy. You have only to be without it to recognize its indispensability. I had an election on my hands once without visible political parties. That was in Austria three years ago when the Military Government ordered the first free election since the Nazi occupation. I happened to be military governor of Salzburg then. The first step toward holding that election was to restore the old parties—except the Nazi. They came right out of mothballs—three of



State Republican leaders open Eastern office in Raleigh.



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them. Then we held the election, but we couldn't have done it without the parties' having first gotten together on candidates and principles and

policies—platform if you wish, just as we do here.

The Democratic and Republican parties vary in principle, but mechanically they are organized along similar lines. The new parties, if they endure, may be expected to develop also along similar lines. There simply isn't much deviation possible from the basic pattern of party organization.

From Precinct Meeting to National Convention

Elections follow nature's formula: The sap rises in the spring. Between elections the elaborate machinery is "pickled," to use a term lately come into usage to describe preservation of war materiel. Permanent headquarters are maintained and there is a cadre of officers and committeemen to insure continuity, but party activity is largely confined to eight or nine months of every other year.

This year, Democratic activity began with the assembly of the State Democratic executive committee in the capitol at Raleigh at 8 P. M. on March 5. This committee fixed the date of the State, District, County and Precinct conventions. Individual Democrats assembled May 8 in each of the 1,947 precincts. They elected from their number five members, two of them women, to serve as the precinct executive committee for the next two years. They projected the organization a step higher by electing delegates to their county convention on the basis of one delegate for each 25

votes cast in the precinct. A week later, May 15, the precinct delegates assembled in county conventions at the 100 county seats, where they elected delegates to district and State conventions on the basis of one delegate for each 150 votes cast in the county. Meanwhile, the chairmen of the precinct committees, who constitute the county executive committee, selected the county chairman.

As determined by the State Executive Committee at its March meeting, the State Democratic Convention convened in Raleigh at noon on May 20, following the meeting at 10 A.M. of the delegates assembled separately in 12 district conventions. In the district conventions the new State Executive Committee was elected—18 members from each of the 12 districts—to head up the party organization for the next year. Senatorial, Congressional and Judicial committees also were named to make emergency nominations if necessary between elections.

From precinct meetings on May 8 to the State Convention on May 20 the party organization had moved steadily upward from its base, the individual voter, to its apex, the designated leaders in State convention.

The Republican conventions, from precinct to national, traditionally occur earlier than the Democratic. This year, individual Republicans met in their precincts during February and early March, established their precinct organizations and named dele-

(Continued on page 9)



REPUBLICANS ASSEMBLE AT LEXINGTON FOR STATE MEETING

State Republican Chairman Sim DeLapp, left, is pictured greeting George M. Pritchard of Asheville, G. O. P. candidate for governor, as party leaders gathered at Lexington to plan the state campaign. Others in the picture, from left to right, are Mrs. W. P. Few of Durham, national committeewoman, James Baley, Jr., Marshall, assistant state chairman, and Mrs. Walter Zachary, Yadkinville, state vice-chairman,

THE CLEARINGHOUSE

Digests of the Minutes, Ordinances, and Resolutions of the Governing Boards of the Counties, Cities, and Towns of North Carolina

Counties

The worst polio epidemic in North Carolina's history has awakened widespread concern for environmental health factors on the part of local governing bodies in every part of the state. Local units have embarked on intensive disease-prevention campaigns which in many cases have resulted in ordinances designed to promote better year-round sanitary conditions.

Health and Sanitation

The *Meeklenburg* board of county commissioners ordered an appropriation to be made, from the emergency fund of the Preservation of Public Health Fund, sufficient to pay for the spraying and fogging of the thickly populated sections of the county. The county health officer, Dr. E. H. Hand, was given permission to employ a sanitary inspector in addition to the one authorized at the meeting of July 19. At the next meeting of the full board, consideration will be given to revision of the county Sanitary Code to provide for periodical inspection of all septic tanks in the county.

The county of *Henderson* and the town of *Hendersonville* are cooperating in a joint program to eliminate flies as possible carriers of polio. Many parts of the town and county are being sprayed with DDT at public expense, and liquid DDT is being furnished free to all inhabitants of the town and county.

The *Transylvania* county board of education has ruled that all school children between the ages of six and nine will be required to present doctors' certificates showing that they have been immunized against diphtheria, small pox and scarlet fever, at the opening of school in the fall.

Hospitals

The Central Carolina Convalescent Hospital, now nearing completion in Greensboro, will be financed by *Guilford* County governmental units and popular subscription. Contrary to original plans, nine nearby counties will not be asked to contribute funds to the project, although their patients may be admitted to the hospital as long as beds are available. The hospital will be operated as a non-profit corporation.

The board of commissioners of



Bertie County decided to proceed with plans for building a Bertie County Hospital with the aid of federal and state funds and has instructed the county attorney to take the necessary steps toward calling a bond election to raise additional funds for the project. An estimated \$133,200 will be required for construction, plus \$16,500 to cover operating deficit during the first two years of operation. The board has also added \$1,000 to the appropriation for the county Malarial Control Project.

Local Government Survey

Guilford County commissioners have formally accepted the report of the 54-member committee which spent several weeks studying the county's governmental services. The committee made far-reaching recommendations which the commissioners have referred to the commission chairman and the county attorney, with the stipulation that they should be followed up with appropriate action. One recommendation, that \$1,000,000 in new funds be appropriated for school improvements, has already been incorporated into the current budget. The mass of stenographic transcripts of the discussions held at the several meetings of the committee will be made a part of the commissioners' permanent file for future reference. The committee, composed of representatives of the municipalities, county government, school system and the public at large, told the commissioners that it would serve again if needed for similar assignments.

Pay Increase

The *New Hanover* county commissioners have been requested by the county's various department heads to grant pay raises, ranging from \$10 per month and up for their employees, to cover the increased cost of living.

(Continued on page 4)

Cities and Towns

Health and Sanitation

All garbage trucks in *Winston-Salem* are being sprayed daily with DDT immediately after they dump their loads at the city incinerator. Additional sprayers are being aimed at all major spots where flies might breed, including the sewage disposal plant, the abattoir, and the refuse heap. Aided by several civic groups, officials are waging a campaign to obtain compliance with the city's garbage disposal ordinances and have announced that all violators will be prosecuted after due warning. City authorities, whose action was prompted by the polio epidemic, expect to continue the program every year as a good sanitary practice. In conjunction with its slum clean-up campaign the city has ordered all outside toilets to be placed in sanitary condition within 30 days and has forbidden the building of new ones within the city limits. No new privies may be built where sewer connections are available.

The *Durham* city council approved the action of the city manager in spraying the city with DDT and directed him to proceed with the spraying until further notice. The city manager reported that all city recreation centers have been closed.

In *Laurinburg*, *Hendersonville*, *Chapel Hill*, *Asheboro* and *Winston-Salem*, quarantines of children under 16 years old went into effect last month as an anti-polio measure. City police and emptied streets testified that cooperation with the new ordinance has generally been excellent.

A rat control program has begun in *Greensboro* to curb the spread of typhus, which has attacked two residents this year. The ordinance passed recently by the city council requires all downtown property owners to rat-proof their buildings at their own expense.

Hot Weather Measure

In the hope of setting a precedent, the city council of *Wilmington* has unanimously decided that the mayor, the city manager, council members and other officials should transact their duties sans neckties, in short

sleeved, open-neck shirts during the summer months.

Pension Plans

The *Winston-Salem* Pension Committee has recommended to the board of aldermen changes in the city's pension plan which, if adopted, would mean enlarged benefits to many city employees. Recommendations include: changing the credit allowance for one year of service from 1% to 1½%, giving credit for service before the age of 25, and, to facilitate bookkeeping, setting December 31 instead of April 30 as the end of the pension fund's operational year.

The city council of *Asheboro* is studying a proposed retirement plan for city employees which was drawn up and submitted by a special employee committee early this month. The committee voted unanimously in favor of joining the North Carolina Local Government Employees System, operated by the state through the state treasurer's office. Cost to the city of operating the plan for its 28 permanent employees would be about \$4,340 for the first year. Applications for admission to the state pension system have been received by the pension board from *New Bern* and *Gastonia* and from Lincoln, Rowan and Wilson counties.

At the request of the city manager, the city council of *Greensboro* authorized Mayor Fry to appoint a committee from the council to decide upon a retirement plan for city employees.

Residence Requirements

The ordinance requiring that all city employees reside within the *Greensboro* city limits was again suspended by the city council for the period of a year on the recommendation of a special committee appointed to investigate the question.

Prepayments of Taxes

The City Accountant has been designated by the *Raleigh* city council to receive all prepayments of ad valorem taxes as part of his regular duties and without additional compensation. He may be assisted by personnel assigned to the Tax Collector's office. Receipt forms customarily used by the Tax Collector may be used in acknowledging the receipt of prepayments, but they must be signed by the City Accountant.

Sunday Recreation

After hearing the arguments of two delegations of citizens supporting and opposed to commercialized recreation on Sunday, the city council of *North*

Wilkesboro has decided to investigate the procedure for calling a special election on the question. An existing town ordinance prohibits the Sunday sale of "cigars, cigarettes, mineral water or any other drinks or goods except for medical purposes."

City Limits

Tuesday, September 21, has been tentatively named by the Forsyth board of elections as the date for the election on the extension of *Winston-Salem* city limits. The board is currently working on appointing registrars and judges for the precincts inside the city, and establishing special polling places in the suburban areas proposed to be annexed. The voters will mark ballots reading "For Extension" and "Against Extension," a majority of the total votes cast deciding whether or not the suburban area will become a part of the City of *Winston-Salem* next January 1. The city will have to pay the cost of the election.

COPIES OF ORDINANCES

The full text of any ordinance or resolution reported in "The Clearinghouse" will be sent promptly to any municipal or county official making the request.

Counties

(Continued from page 3)

The board granted a blanket pay increase of \$10 monthly a year ago.

Revaluation

The 1948 property revaluation in *Randolph* County has added approximately 18 million dollars to the county's taxable property lists and has enabled the board of commissioners to lower this year's tax rate to 98 cents. Appraisals were done by local men, with the tax commission checking on a cross section of property in each township. After adjustment and equalization procedures, the commission found that increases in property valuation ranged as high as 700 percent of former figures. It was estimated that about 20 percent of the general increase came from property that had never before been listed on the tax books.

Recorder's Court

Randolph County Commissioners established a County Recorder's Court this month, after discussing the proj-

ect for more than 15 years. The court officially opened at 9:30 A.M. on August 16, with A. I. Ferree, *Asheboro* attorney, on the bench, and J. V. Wilson as Solicitor. The two officials are prominent in *Randolph* County politics, Ferree being a Republican and Wilson a Democrat. Their appointments carry out the desire of the commissioners to establish the court on a firm bi-partisan basis. The Recorder's Court will have jurisdiction over all cases except felonies, and, despite appeal provisions, is expected to reduce considerably the load of cases carried by the Superior Court. Annual salaries for Recorder's Court officials will be \$3,600 for the judge, \$3,000 for the Solicitor and \$300 for the clerk.

Jurors

Sheriff J. E. Walters has requested the *Guilford* board of county commissioners to seek authority to draw a jury list of 50 names instead of 36 as at present. More names are needed, the sheriff told the board, because of the juror shortage created by women who are reluctant to serve. (The commissioners faced the additional problem this month of finding a child under 10 years old to draw the names of prospective jurors, as is required. Quarantines in effect due to the polio epidemic have made children scarce around the courthouse.)

Alcoholic Beverage Control

After conferring with Carl Williamson, chairman of the North Carolina ABC Board, the *Halifax* board of county commissioners has decided to investigate the advisability of setting up a separate law enforcement agency for the *Halifax* ABC system. One of the two ABC counties in the state without such an agency, *Halifax* allocates \$600 per month to the Sheriff's Department for the enforcement of alcoholic beverage control laws. Sheriff Harry House has asked the commissioners to continue the present system.

Register of Deeds

The 1948 fiscal year was probably the first in the history of the *Halifax* Register of Deeds office in which taxpayers paid not a penny toward the office's support. The report of Register of Deeds Frank D. Wilson showed that receipts from fees collected during the past year totaled \$13,642.02, while the cost of operating the office was \$13,816.23. The cost figure includes payment of \$520, for record books for future use, which would be properly prorated over a period of several years.

Jail Standards Discussion Renewed

SECOND MEETING OF ADVISORY COMMITTEE OF LAW ENFORCEMENT OFFICERS HELD

The advisory committee of law enforcement officers to study the administration, operation, and standards of North Carolina county and city jails held its second meeting in the office of Dr. Ellen Winston, Commissioner, State Board of Public Welfare, on Tuesday, May 4. The following persons were present: Robert L. Caviness of the State Board of Health, J. B. Moore, Inspector of Correctional Institutions for the State Board of Public Welfare, and Dr. Ellen Winston. The Police Officers' Association was represented by Chief L. L. Jarvis of Greensboro, Captain Sewell of Greensboro, and Captain Gay of Raleigh. The Sheriffs' Association was represented by Sheriff C. J. McDonald of Moore County, John Morris of Wilmington, and Sheriff George M. Andrews of Chatham County. The Institute of Government was represented by W. M. Cochrane.

Responsibility

The question which had arisen at the first meeting with regard to the responsibility of the State Board of Health was defined by a ruling addressed to Dr. Carl V. Reynolds by Attorney General Harry McMullan, who stated:

"It is my opinion that the State Board of Health still has the supervision of city and county jails in regard to the method of construction and sanitary or hygienic care as provided in G. S. 130-6 . . . You refer to Chapter 915 of the 1947 Session Laws, which amends G. S. 152-49. This amendment authorizes the State Board of Public Welfare to inspect jails and disclose inadequate care or mistreatment of prisoners in violation of Chapter 153. It therefore appears that there is some overlapping of the jurisdiction of the State Board of Public Welfare and that of the State Board of Health. It is my opinion, however, that the State Board of Health does have such authority as it previously had."

Fire Inspection

The next item discussed was fire inspection. G. S. 58-193 of the insurance laws was cited as follows: "No board, commission, superintendent, or other person or persons authorized and directed by law to select plans and erect buildings for the use

of the state of North Carolina or any institution thereof or for the use of any county, city, or incorporated town or school district shall receive and approve of any plans until they are submitted to and approved by the commissioner of insurance of the state as to the safety of the proposed buildings from fire, as well as the protection of the inmates in case of fire."

Since the first meeting a fire inspection form which can be used by the local fire marshal has been developed by the State Board of Public Welfare in cooperation with Mark Boone of the Insurance Commission. In the discussion of this form, Sheriff McDonald asked if it were necessary for a city or county to present plans for a jail or lock-up to the public welfare department before beginning construction. Mr. Moore and Dr. Winston stressed both the legal requirement for such approval and the importance of having these plans approved by the health department, fire marshal, and public welfare department. Dr. Winston pointed out that if all plans were submitted to Mr. Moore, he would be glad to assume responsibility for clearing them with the health and fire officials. It was noted that the State Board of Public Welfare is the only State agency which has a full-time person working in cooperation with officials responsible for jails and lock-ups.

Food for Prisoners

Discussion of jail standards was then begun with item 13, where the discussion ended in the first meeting. (See POPULAR GOVERNMENT for May, 1948, for discussion of first twelve jail standards proposed).

Item 13. "Prisoners should be fed three times a day. The food should have proper nutritive value and be prepared and served in a wholesome and palatable way. The eating utensils should be returned to the kitchen and washed with soap and scalding water after each meal."

A lengthy discussion of this item followed since the matter of the fee system was involved. It was the consensus of the group that the fee system should be abolished and an adequate budget set up for operating jails, recognizing, however, that in-

forming the public about the fee system and the desirability of abolishing it would take some time. It was pointed out that it would be helpful if the sheriffs and other officials would approve this plan and recommend it to the county commissioners. Mr. Morris is trying to obtain information about the comparative cost to a county if the jailer were on salary. It was also thought that some figures on per capita cost of jail operations might be worked up. Captain Gay pointed out that abolition of the fee system would enhance the prestige of police officers and lead to a good relationship between officers and the public.

Mr. Caviness of the State Board of Health brought up the matter of their regulations prepared in 1926 in which there are items dealing with cooking utensils. At the suggestion of the group the wording of the last sentence in item 13 was changed to read, "*The eating utensils should be handled in conformity with the regulations of the State Board of Health.*" Mr. Caviness pointed out that duplicate inspections might be avoided by having their sanitarian accompany Mr. Moore on his inspection. The group felt that this would be a good idea.

Personal Cleanliness

Item 14. "Adequate bathing and toilet facilities should be available and water, soap and towels should be supplied to each prisoner. These are essentials to the health of any human being."

Mr. Caviness suggested that the regulations of the State Board of Health probably should be revised and it was decided that at the next meeting of the committee the State Board of Health regulations and forms would be discussed. Mr. Morris suggested that the first sentence of item 14 should read, "*Adequate bathing and toilet facilities should be available and water, soap and towels should be supplied to prisoners.*" It was pointed out that provisions for showers are made in each new jail for which plans are now being approved.

Supervised Activity

Item 15. "Convicted prisoners should be kept employed. An ingen-

(Continued on page 9)

The Attorney General Rules

Institute digest of recent opinions and rulings by the Attorney General of particular interest to city and county officials.

IV. PUBLIC SCHOOLS

A. Mechanics of Handling School Funds

To John H. Kerr, Jr.

Inquiry: What disposition should be made of funds derived from delinquent taxes levied in a special school tax district which has liquidated its debt service?

(A.G.) G. S. 115-364 provides that, in the event there is no debt service requirement upon such district, all amounts so collected for whatever purpose shall be paid into the county treasury to be used as a part of the county debt service for schools. It therefore appears that funds derived from the delinquent taxes in this case should be paid to the county treasurer to be used as a part of the county debt service for schools.

6. Transfer of funds

To Paul A. Reid.

(A.G.) It will be noted that the language of G. S. 115-356 does not require that all the funds derived from fines, forfeitures, etc., shall be used for maintenance of plant and fixed charges, but that such charges shall be paid from such funds. It therefore seems to me that, if a surplus exists in the sum allocated for maintenance of plant and fixed charges and if a deficit exists in the capital outlay account, upon request of the county board of education, the board of county commissioners, by proper resolution, could transfer surplus funds from the maintenance of plant and fixed charges account to the capital outlay account. However, since the State Board of Education is required to approve all county school budgets, I think that such transfer would likewise have to be approved by the State Board. Actually, even if it be doubted whether or not G. S. 115-356 permits the transfer of fines, forfeitures, etc., from a purpose other than current expenses, any question about this could be removed by the board of county commissioners' leaving the surplus in this fund as a credit against taxes which would be levied for the next year for current expense and appropriating capital outlay funds in an equivalent amount, to be provided by tax levy. This could be done without increasing the tax levy and without any possible conflict with the statute.

B. Powers and Duties of Counties

14. Local supplements

To R. J. Scott.

Inquiry: May a county supplement the salary of a teacher who also serves as athletic coach in a high school?

(A.G.) I know of no statute which would authorize a county to provide funds to supplement the salary of an athletic coach. Of course, if an administrative unit has voted a supple-

ment tax under G. S. 115-361 and 362, the salary of a teacher who serves as athletic coach could be supplemented in the same manner as the salaries of other teachers.

28. Erection of home for school officials

To J. Edward Allen.

Inquiry: Would a board of education have authority to build a residence for the principal of a school on the school-grounds, the building to be financed through advances made by interested citizens and repaid from rentals of the property, the board to accept the advances and keep the building repaired and insured as other school property and disburse the rentals for the benefit of the creditors who lend their money for the construction?

(A.G.) I regret to say that I do not know of any legal authority which would permit a county board of education to assume an obligation of this character or any statutory authority which would permit a board to construct a residence for a principal of a public school on school property. In the last legislature an attempt was made to amend the County Finance Act, by adding to G. S. 143-77 language which would permit the issuance of bonds for the construction of residences for school superintendents, but this was stricken from the act by the legislature, although they did enact an amendment permitting the construction of teacherages.

HARRY McMULLAN

Attorney
General
of
North
Carolina



I. School Property

14. Coverage by fire insurance

To W. E. Easterling.

Inquiry: Do boards of education have authority to purchase fire insurance coverage for a period of years beyond that for which the provision has been made in the budget?

(A.G.) I know of no statutory authority for county boards of education to make expenditures for any particular purpose beyond appropria-

tions in the budget. A board of county commissioners is the fiscal agent of the county and all budgetary provisions must be fixed by that board, and expenditures made by the board of education are governed by the budget adopted by the commissioners. I do not think that a board of education may contract for fire insurance involving premiums above that for which the board of county commissioners has made provision in the budget. I seriously doubt the validity or collectibility of the type of agreements under which boards of education purchase from insurance companies fire insurance on school buildings for a 3-year coverage notwithstanding that the budget contains provisions for purchasing insurance coverage for only one year, the boards agreeing to pay the premiums for the remaining two years and the insurance companies then assigning the agreements to banks.

VI. MISCELLANEOUS MATTERS AFFECTING COUNTIES

C. Merit System

1. Salaries

To Harvey D. Hart.

(A.G.) This office has ruled many times that, under the Merit System Law, a county must pay at least the minimum salaries fixed under the Merit System Law. A county does not have to pay the maximum salaries nor is it compelled to pay the "step" increases between the minimum and the maximum; but the county must, under this Law, pay the minimum requirements under the Merit System as to salaries.

G. Support of the Poor

19. Paupers—settlement

To E. L. Hauser.

Inquiry: Where a person who resided in one county and received a small assistance grant from the county has moved to another county of her own will to live with relatives, and has lived there for a period of one year, has such a person established a legal settlement in the second county so as to relieve the first county of any responsibility?

(A.G.) G. S. 153-159 provides that legal settlement may be acquired in any county "1. By one year's residence . . . every person who has resided continuously in any county for one year shall be deemed legally settled in that county."

X. Grants and Contributions by Counties

3. Soil Conservation Program

To Irvine B. Watkins.

Inquiry: May a county appropriate money to the Soil Conservation Program for the purpose of paying salaries of employees of the Soil Conservation Service?

(A.G.) I do not find any statutory authority for such appropriation. G. S. 16-521 through 526 does authorize certain counties to assist farmers in providing equipment to prevent soil erosion, but these sections do not authorize appropriations to pay salaries of employees.

24. American Legion

To George F. Lucas.

(A.G.) I do not think a county may make a contribution toward the construction of an American Legion hut, either from tax or other revenue, unless legislative sanction is obtained.

VII. MISCELLANEOUS MATTERS AFFECTING CITIES

B. Matters Affecting Municipal Utilities

7. Services outside corporate limits

To Gordon H. Winkler.

(A.G.) It is the opinion of this office that once a town board has found that there is a sufficient water supply to furnish out-of-town customers and has officially authorized the same, no resident of the town could successfully enjoin the town from furnishing water to out-of-town customers. See G. S. 160-255 and 256.

N. Police Power

21. Sale of wine and beer

To Price & Osborne.

Inquiry: Where a resident of a town pleads guilty in October, 1946, to the unlawful possession of a pint of liquor and now applies for a license to sell beer within the corporate limits of the town, must the town issue him a license if the county issues a county license?

(A.G.) G. S. 18-75 provides that if the applicant for license has, within two years prior to the filing of his application, been adjudged guilty of violating the prohibition laws, the license shall not be granted. Before a person may sell beer or wine, he must obtain a state, county and municipal license if he proposes to operate within a municipality, and a municipality may refuse to grant a license to one violating the provisions of G. S. 18-75 even though such person has obtained a county license. See G. S. 18-76.

V. Miscellaneous Powers

7. Regulation of charity solicitations

To John D. Shaw.

(A.G.) I do not think that the enactment of Chapter 108 of the 1947 Session Laws prohibits a city from regulating charity solicitations. I think that persons and organizations making such solicitations must secure a State license first, in accordance with this statute, and then a city can enforce more stringent regulations if it so desires. However, if the State refuses a license, I do not think a city can permit such solicitations. I think a city can regulate charitable organizations that are exempted from the operation of the State law. I am further of the opinion that a city can by local ordinance regulate quotas in the city as to national organizations and solicitations by local organizations. I furthermore think that a city can require periodic reports in

connection with any campaign and can make the solicitations license or permit conditional upon the giving of these periodic reports. If the reporting requirement were not complied with, a city could, in my opinion, revoke the city license.



The Justice Building

VIII. MATTERS AFFECTING CHIEFLY PARTICULAR LOCAL OFFICIALS

B. Clerks of the Superior Court

I. Salary and fees

To James D. Carr.

Inquiry: Does an amendment to the certificate of incorporation of a building and loan association made pursuant to G. S. 54-3 require the payment of the tax of \$25.00 prescribed in G. S. 54-2?

(A.G.) This office has previously rendered the opinion that the \$25.00 tax provided for in this section applies only to the original charter issued by the clerk and that it could not possibly be charged where there has been an amendment to the certificate under the provisions of G. S. 54-3.

26. Duties with respect to incompetents

To Paul A. Swicegood.

(A.G.) Where property is in the name of a husband and wife and a deed of trust has been given on the property, I think the trustee can proceed to make a sale without having a representative appointed to represent an incompetent wife, assuming, of course, that the mortgage or deed of trust was valid when signed and that the wife was competent to sign the mortgage or deed of trust when she did so. If there is a surplus left after the sale of the property, I think it should be paid into court as provided by G. S. 45-29 and 30, to be held by the clerk until incompetent wife can be represented and the surplus disposed of according to law.

D. Register of Deeds

20. Cancellation of mortgages

To A. B. Rhodes.

(A.G.) I believe it would be proper for a register of deeds to insist upon the cancellation of a note and mortgage payable to two persons by the signature of both persons. In the event one of the payees is dead, it should be cancelled by the executor or administrator of the deceased payee; in the event both are living, it should be signed by both of them, or, if signed by one as agent for the other, the authority of the one signing should be evidenced by power of attorney filed with the register of deeds.

L. Local Law Enforcement Officers

31. Lotteries and punchboards

To Dr. Gary B. Tourjee.

Inquiry: Are bingo parties violative of the lottery laws of this state?

(A.G.) The playing of the game of bingo is violative of the lottery laws of this State even though the proceeds from these games are donated to a public or charitable purpose.

REFUND OF FEE PAID FOR MARRIAGE LICENSE

Inquiry: Where a young man has, in good faith and with great hope, bought a marriage license but has been unable to use it because his bride-to-be has left him waiting at the church, does the register of deeds have authority to furnish him at least some balm by refunding the fee paid for the license?

(A.G.) I find no authority, either in the general law or in an applicable public-local act, which would permit the register of deeds to refund a marriage license fee.

55. Residence and qualifications

To A. F. Hartness.

(A.G.) This office has on several occasions expressed the opinion that a police officer is a municipal officer and must be a qualified voter of the town which employs him, under the provisions of G. S. 160-25. However, it is my opinion that a police officer, though not a qualified voter of a municipality, when once appointed by the proper authorities, is at least a *de facto* officer and his acts are just as effective as if he were a resident and qualified voter of the municipality. Such officer's title to office could not be challenged collaterally but only

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**RALPH
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Assistant
Attorney
General

through a *quo warranto* proceeding brought for that purpose.

Z. Constables

1. Appointment

To C. E. Davis.

(A.G.) County commissioners do not have the right to appoint another constable in a township where one constable has already been elected. The Constitution fixes one constable to a township, and the commissioners cannot appoint one unless there is a vacancy in the office.

10. Jurisdiction and powers

To M. S. Hodges.

(A.G.) While a constable is elected from a township, he has authority within the scope of his powers to make arrests in any part of the county. Of course, a constable in making an arrest is subject to the general law governing arrests just as any other officer is.

**XI. GENERAL AND SPECIAL
ELECTIONS**

C. Registration

3. Removal of names from books

To Susie Sharp.

Inquiry: May a person who has registered in a special election and who finds that he will not be able to be in town on the day of the election have his name withdrawn from the registration books, when such request

is made before the closing of the books for the purpose of registration?

(A.G.) Under the decision in *Williams v. Commissioners*, 176 N. C. 554, it appears that a person who is qualified to register may not have his name removed from the registration books. The Court pointed out in this case that the registration books constitute public records and may not be changed or altered at the request of any person, including the elector, in the absence of statutory authority to alter such records. The Court further pointed out that there is no statutory authority to remove the name of a person, who is in all respects qualified, from the registration books. The authority to purge the registration books or to revise them is vested by statute in the county board of elections and not in a particular registrar.



**HUGHES J.
RHODES**

Assistant
Attorney
General

P. Beer and Wine Elections

2. Petitions

To A. J. Hembree.

(A.G.) We are of the opinion that any bona fide resident of a county has a right to copy a petition for a beer and wine election being held pursuant to the 1947 law, including the names of the signers, provided the copying is done within reasonable hours convenient for the chairman or the member of the board of elections having custody of the papers.

To Heath Kluttz.

Inquiry: Where a petition was filed calling for an election on the question of beer and wine in a county pursuant to Chapter 1084, Session Laws of 1947, and the election was set for a certain day but was subsequently called off because of a municipal election which was to be held within sixty days of the beer and wine election, may the same petition be used to support an election to be held for some time after January 3, 1949?

(A.G.) I think the county board of elections could now set the election for a date in January, 1949, based on the prior petition if the petition contains 15% or more of the qualified voters voting in the last gubernatorial election. If no action is taken on the petition until after the general election in November, I think that the petition would have to contain the signatures of 15% of the qualified voters who vote for Governor in that election.

5. Time of holding

To Heath Kluttz.

Inquiry: Where a county has set a date for a referendum on wine and beer sale and then discovers that one of its municipalities is calling an

election on a bond issue on a date within sixty days of that set for the referendum, must the wine and beer referendum date be changed to fall sixty days from the bond election?

(A.G.) Section 1 (f) of Chapter 1084 of the Session Laws of 1947 prohibits the holding of any wine and beer election as authorized by such chapter within sixty days of the holding of any general election, *special election*, or primary election in said county or in any municipality thereof.

A municipal bond election is a special election, and I am therefore of the opinion that an election on the question of the sale of beer and wine may not be held within sixty days of the holding of such special election.

To R. W. Wall.

Inquiry: Are Sundays and holidays excluded in computing the sixty-day period to and subsequent to elections in connection with beer and wine elections pursuant to Ch. 1084 of the 1947 Session Laws?

(A.G.) Under the provisions of G.S. 1-593, which directs how such

To F. W. McGowen.

Inquiry: In the event that a county should vote against the sale of wine and beer on a date less than 60 days before the expiration of the beer tax distributive period, September 30, how would its distributive share of such taxes be determined, since the prohibition against sale is not effective until 60 days after such vote?

(A.G.) Under the provisions of Chapter 1084 of the Session Laws of 1947 the Commissioner of Revenue shall determine the amounts distributable to each county and municipality for each twelve months period ending September 30 and shall distribute such amounts within 60 days thereafter. If the vote is against the sale of wine or beer, or both, the sale of wine and/or beer cannot be made after the expiration of sixty days from the day on which the election is held. The taxes distributable to the counties and cities may not be made to those wherein such beverages cannot be licensed and sold.

Under these provisions you would be entitled to receive the county's proportion of the wine and beer taxes up to the 30th day of September, as the bar on the sale of these beverages would not go into effect until sixty days after the vote against. Whether or not you would be entitled to receive a distribution after the 30th day of September for such proportion of the succeeding year as the sales may be made has not yet been decided as there may be administrative difficulties which would involve this distribution.

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times are to be computed, Sundays and holidays would not be excluded unless the last day of the period fell on a Sunday or a holiday.

Inquiry: Must the registration books be opened in connection with such an election?

(A.G.) This statute requires that the registration books be open for the purpose of enabling eligible persons who are not registered to register for the purpose of the beer and wine election. This would be true even though the registration books have just been open for the purpose of registration for the primary election and even though it is not anticipated that a single new voter will register.

Jail Standards

(Continued from page 5)

ious jail official can find many ways to occupy the prisoners working for the county, city or state, without interfering with private industry. They should be required to keep their quarters and other sections of the jail clean, always under the supervision of a competent employee."

Mr. Moore stressed the point that the improper supervision of trustees is one of the great problems of jail administration. Mr. Morris pointed out that the last sentence of Item 15 covers the supervision of trustees.

Reading Material

Item 16. *"There should be good reading material available,—a little planning will produce an adequate and continuous supply; exercise, preferably outdoor, should be required, and planned arrangements for religious services."*

Mr. Moore suggested the use of day rooms, where there would be some supervision of the way in which reading material is used. Captain Gay pointed out that if there is a day room it is well to have reading material available but that it is not satisfactory to allow it in cells, since as Sheriff Andrews pointed out, prisoners sometimes use such material to abuse the jail. The group thought there should be some planned distribution of reading material for the benefit of prisoners who desire to read. Sheriff Andrews said it was difficult to have outdoor exercise and thought this could be a point to work toward. It was decided that the word "required" should be changed to "encouraged."

In discussing the matter of religious services, it was pointed out that many jails are not arranged for group meetings and that many ministerial associations are not as active along this

line as they might be. Sheriff McDonald suggested that the ministerial associations be asked to arrange some services for the jail suitable for them and for the jailer. Sheriff McDonald and Sheriff Andrews pointed out that preachers are allowed to visit in cells. Sheriff McDonald also thought that preachers should be made more conscious of the need for their help.

Legal Rights

Mr. Morris stated that he thought most sheriffs and police officers complied with Item 17, *"The legal rights of prisoners should be protected and prisoners should be given every reasonable opportunity to confer with their attorneys, but the jail officials should see that they are not fleeced or exploited by unscrupulous persons."* As Mr. Moore pointed out, one problem in dealing with this item is that many jailers are limited by lack of personnel and cannot give proper supervision to visitation. Mr. Morris said he thought the rules and regulations of a jail would take care of this item. Captain Gay raised a question about prisoners' using the telephone. The group agreed that a prisoner who is inebriated should not be allowed to use the telephone until he is sober and that prisoners should be allowed reasonable opportunity to communicate with persons they need to contact.

Visiting Hours

Item 18. *"Regular visiting by family and friends of the prisoners should be permitted under reasonable conditions and under supervision. Any packages arriving at the jail for prisoners should be carefully examined for contraband."*

The group accepted this item with little comment. Mr. Moore pointed out that some jails have commissaries and he thought regular hours should be set up for using this facility. He said he thought commissaries should be encouraged and that their use would come under the rules and regulations of the jail. Mr. Moore pointed out that many jails do not have rules and regulations and suggested that prisoners should be given a pamphlet on rules and regulations.

Vagrants

The group thought Item 19, *"Itinerants or vagrants should not be allowed to sleep in jails, for obvious reasons,"* was satisfactory. Chief Jarvis pointed out that unless a person is booked on a specific charge, he is not allowed in his jail.

(To be continued)

Party Mechanism

(Continued on page 9)



gates to their county conventions, which were held thereafter. At the county conventions, the delegates assembled established their county organization by naming a county chairman and committee and selecting delegates to the Congressional District meetings. The primary concern in the district meetings is to name delegates and alternates to the national convention and to select delegates to attend the state convention.

This year's state convention of Republicans was held in Durham on March 18. The organization at the state level was perfected and, after intensive and spirited balloting, a new national committeeman was selected.

The parties were re-formed for two years. They had platforms. They had elected delegates to the National Conventions, and they had designated their presidential electors. The parties were ready to support their candidates chosen in primaries and conventions—from constable to president.

From National Convention to Precinct Meeting

Now the parties began preparing for the fall campaign in exactly the reverse order. The old Democratic chairman called the new State Executive Committee together on August 13. Custom was followed in the unanimous selection of officers nominated by the Democratic Governor-nominee,

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Kerr Scott. This year there was an added touch of harmony. Former Governor J. M. Broughton, the nominee for the United States Senate, added his endorsement to Governor Scott's nominations. This show of unity at the top of the ticket set the pattern.

Capus Waynick, who directed Scott's sensationally successful campaign, was elected chairman by acclamation. The harmony, after one of the bitterest campaigns in Democratic history, was so genuine that Retiring Chairman Wilkins P. Horton (who wanted to keep the job and might have if the other candidate had won the Governor's race) left the chair to nominate his rival! State Senator Rivers Johnson, who made the most acrimonious speech in the campaign against Kerr Scott seconded the nomination of Scott's nominee for chairman! Mrs. D. A. McCormick, who supported the victors, was named vice-chairman, but the losers were brought into the top party council with the selection of Victor Bryant of Durham, who had been a supporter of both Johnson and Umstead in the primary.

With the party's ranks thus closed again, the new high command opened State campaign headquarters. A portion of a hotel was changed overnight from guest and sample rooms to a

collection of busy offices. A publicity department began functioning. The vice-chairman began work on a women's organization. A committee of World War II veterans set out to bring new voters into the party. The Young Democrats organization set up an office. A speakers bureau started operation. And with less fanfare but with great seriousness of purpose, the process of soliciting campaign funds began.

The State Chairman appointed the campaign advisory committee, which has an active division of twenty members and an honorary section composed of present and former high office holders and former party officers. They represented a cross-section of party and economic factions. They helped develop campaign strategy which went down the line through meetings in each of the 12 districts, attended by most of the State candidates, and thence through county committees to the precincts.

Around mid-summer, the Republicans began to have regional, Congressional District, and Statewide meetings in an effort to arouse the interest of Republican voters. The State organization strives to have each county organization copy the registration books by September 1 to ascertain

what eligible Republicans are not registered and to prepare a challenge list of voters who are not qualified. This activity is followed up by precinct meetings during September and October in which the registration lists are checked and acted upon during the registration period. Republican rallies are held during the pre-election days of late September and October. Congressional candidates in each district are expected by the State organization to carry the burden of organizing and directing the campaign in their districts. This year, State Chairman Sim DeLapp will be assisted by an assistant chairman for the west, James M. Baley, Jr., of Marshall, and one for the east, A. L. Butler, of Clinton. An eastern headquarters has been established in Raleigh to supplement State headquarters in Lexington.

Eventually, on election day, the process will get right back where it started in the spring with the party organization at precinct level functioning again to get out the vote.

The voter, whose interest in politics is his interest in the government his vote helps determine, is able to participate in the election easily and with order because the mechanics have been taken care of by the political parties.

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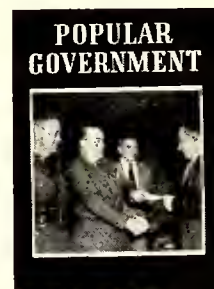
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How Greensboro Cuts Printing Costs

A good example of how to stretch the taxpayer's dollar can be found in the City of Greensboro's reproduction shop which turns out 90% of all printed matter consumed by city departments.

Herbert Winston, Jr., Greensboro's purchasing agent, passes a great part of the credit for the shop's success on to George C. Eichon, who directed city procurement back in 1934 when the reproduction shop was built around a Model 1000 Multigraph machine. As city departments expanded to meet the demands of a mushrooming city, more and more printed forms were introduced to direct and record departmental activities. By 1940, the swollen printing schedule had more than matched the capacity of the Model 1000 Multigraph and made it only practical to replace it with a larger and faster machine. The answer to the city's requirement was a Model 1227 Multigraph, which the city purchased and still operates today.

The reproduction shop, located in the basement of the city hall, is operated in conjunction with the city's central storeroom for office supplies.

The features which appear in this section of *Popular Government* describe the purchase and use of office equipment and supplies by local and state governmental units.

Publication of this material was made possible only by the excellent cooperation of the State Division of Purchase and Contract, county, city and town procurement personnel, and governmental suppliers. All office suppliers and manufacturers who responded to our request for information and provided usable information are included in our Buyers' Directory which appears on page 16.

The Institute of Government does not recommend the purchase of any particular goods or services. The Institute makes every effort, however, to search out and report efficient governmental operations regardless of products involved.

Purchasing Agent Winston has had good fortune in finding able men to operate the Multigraph and storeroom; Bob Guffey, for example, his present operator, came to the city a year ago with several months of printing experience behind him. When Guffey took over the shop, Carl Self, the former operator, moved up to assist Winston in the purchasing department.

The Multilith Process

Prior to examining the procedure followed by the reproduction shop, it seems important to point out that reproduction by the multilith process does not involve the physical presence of actual type; it reproduces only what has already been produced or constructed by a printer, a photographer, a typist, or an artist. After a job designed for multilithing has been constructed, the procedure is as follows: (1) the printer pulls a proof, (2) the proof is photographed and a negative is prepared, (3) with the use of an arc lamp the negative is burned on zinc which becomes the plate for reproduction purposes.

Types of Requirements Multilithed

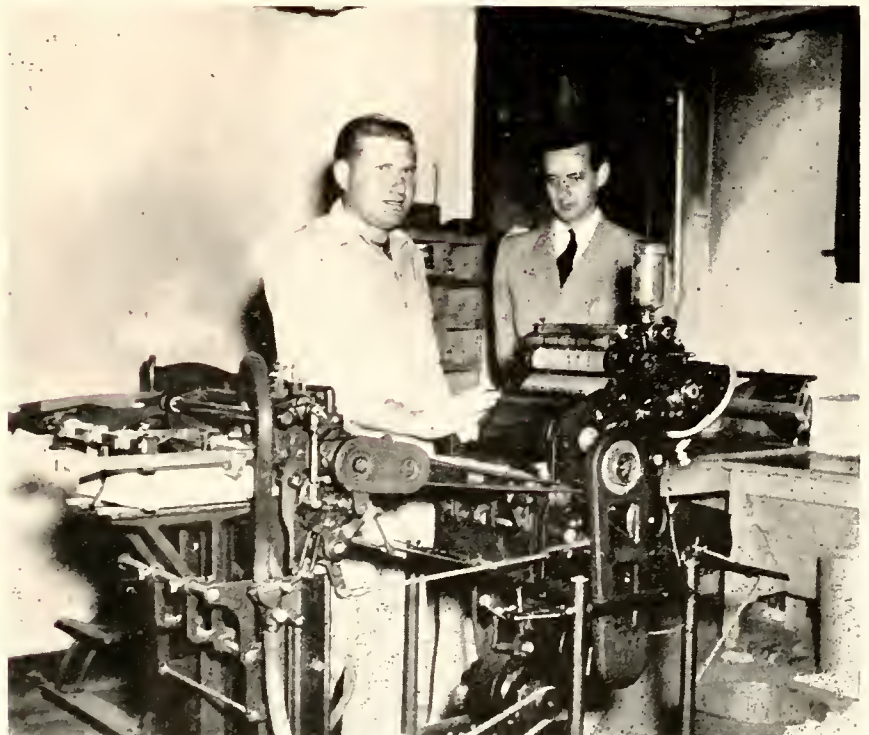
The city's Multigraph turns out faithful reproductions of printed and

typed forms, drawings, instructions, receipt books and form letters. The majority of form letters, however, are duplicated by the city's Mimeograph which operates shoulder to shoulder with the Multigraph in the city's reproduction shop. Purchasing Agent Winston estimates that 10% of the city's printing volume is not produced by the reproduction shop. These exceptions include: (1) two color rule work which can be purchased at less cost from printing houses specializing in this type of work, (2) oversize work [The maximum printing area of the Multigraph plate is 9½" x 13".], (3) city letterheads, top grade, which are embossed.

New Forms

When the purchasing agent receives a requisition for a printed form which has never been produced before, he calls in local printers for estimates on the total job. After singling out the lowest bidder, the agent compares the bid with the cost of running the job through the city's shop. In order to determine shop production costs, the following costs must be considered:

1. Getting the type set by a local printer or through the Multigraph Agency which has an ar-



Operator Guffey prepares for a new run as Purchasing Agent Winston looks on.

angement with a local type composing concern.

2. Having the Multigraph Agency make a negative, which runs around \$1.70 per negative.
3. Making a plate. The city's shop has facilities for plate making; however, the cost of the arc lamp, zinc plate, and labor must be considered.
4. Labor, paper, ink, machine depreciation.

If the reproduction shop can't produce the new form at less cost and there are strong possibilities that the form will not be requisitioned again, Winston gives the entire job to the low bid printer. If, on the other hand, shop production cost approximates the low printing bid and there are indications that the form will be used again, the new form is produced by the city. Under this arrangement the city acquires a plate capable of reproducing as many as 25,000 impressions of the new form, from which future requirements can be met.

Reproduction of Standard Forms

It is in the reproduction of standard forms that the greatest savings are effected by Greensboro's reproduction shop. There are approximately 500 different forms used year in and year

out by the city and for each form there is a zinc plate on file in the shop. This permits the city to reproduce forms without any cost for type composition, negatives and plates, which constitute a major portion of the production cost of a new form.

Requisitions for standard forms are supplied out of the central storeroom in much the same manner as pencils, ink and paper clips. The only difference appears in the manner of replenishing stores. In the case of office supplies, Guffey notifies the purchasing agent of the various amounts required. But when standard forms get low, Guffey must go to work with the Multigraph. He makes every possible effort to reproduce annual requirements for a given form on one run. In this connection, stock room records are invaluable for they indicate the quantity ordered during the preceding twelve months. Because it is not at all uncommon for departments to change their forms, Guffey always makes it a point to check with department heads on possible revisions. After a standard form has been reproduced, copies are stacked in the storeroom where they remain until requisitioned by the using department.

Method of Charging Departments

City departments are charged only actual expenses connected with the production of their forms. Total production expense for a new form is assigned to the first run of the form; on second and subsequent runs, the charges to departments, which is on a per-thousand basis, are considerably less since typesetting and negative- and plate-making are not involved. Labor charges to departments are sufficient to take care of Guffey's salary and place the reproduction shop on a self-liquidating basis.

Economy

From the standpoint of economy, City Agent Herbert Winston is completely sold on the reproduction shop. He pointed out that 540,565 copies of forms and other printed matter were reproduced in the period July 1, 1947, through April 30, 1948, at a cost of \$3,846.19. This averages to approximately \$385.00 per month, which would place the annual volume around \$4,500. Based on Winston's estimate that savings approximate 50%, Greensboro will save somewhere in

(Continued on page 15)

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State Specifications

FOR OFFICE SUPPLIES AND EQUIPMENT

MIMEOGRAPH PAPER

Quality: Shall be watermarked 100% chemical pulp, surface smooth enough for writing, yet sized to permit quick ink penetration, allowing sheets to stack without off-setting. Color to be clear, of uniform texture, and finish, and to be free from dust and fuzz.

Size and Weight: Size to be 8 x 10½", 8½ x 11", and 8½ x 14". Weight to be substance 1,620 and 24 on basis 17 x 22". Sheets must be square cut. No careless cutting acceptable.

Colors: Paper must be available in white, pastel, and dark shades.

Packing: Shall be in packages of one ream (500 sheets) securely wrapped not banded. Packing shall be done with care so that edges of all sheets are perfect when wrappers are removed.

Sample: One ream, usual wrapping, size 8½ x 11"—20 lb. white, must accompany each bid for testing purposes. Each package must be plainly marked for identification. A color chart indicating colors available must also be filed with bid.

NOTE CAREFULLY: Ream samples of 8½ x 11", 20 lb. basis, white, first and second grade must accompany bids, and samples must be marked with item number and bidder's name. Color charts, or sample sheets of all colors available in both grades offered, must also be filed with bid.

TYPEWRITER AND OFFICE MACHINE RIBBONS

Specifications: Bidder guarantees that all ribbons offered in this bid will meet fully the Federal Specifications DDD-R-311a, 291 and 271, and amendments, with respect to quality and workmanship. In addition it is understood and agreed that all ribbons offered comply with the requirements listed in this form. Bidders must furnish the information requested under each item.

Standard typewriter ribbons of good quality, single color, and two colors, record ribbons are requested. Ribbons shall be furnished in light, medium and heavy inking as ordered, and must be wrapped and packed in individual boxes, plainly labelled as to kind of machine, degree of inking, color, brand, name, and name of manufacturer.

Quotations: Quotations are requested on quantities of one dozen and in some instances on one gross lots. It is understood and agreed, however, that when required occasional orders for less than one dozen will be filled at a unit price of 1/12 the dozen quotation.

Samples of quality and quantity specified under each item must be filed with bid and marked with the bidder's name and proper item number. It is understood and agreed that all samples submitted are representative and that any deliveries made under this contract will be equal to samples submitted. It is preferred that any samples submitted be 90 days old; under no condition should samples be less than 30 days old. In signing this proposal on the reverse side, bidder hereby certifies that all samples of ribbons submitted in connection with this bid were manufactured and packed on or before (date) Bidder must furnish this information before bid will be considered.

WOOD OFFICE FURNITURE

WE CALL TO YOUR SPECIAL ATTENTION FOR THE FOLLOWING, THAT NO BIDS WILL BE CONSIDERED UNLESS:

1. FURNITURE IS BID PREPAID, *F O B* THE DESTINATION

2. CATALOGS AND PRICE LISTS ACCOMPANY BIDS.

3. *NET WEIGHTS, FOR EVERY ITEM*, are inserted either on the price lists or in catalog beside the desk, chair or table offered.

4. WHERE A DEALER OR AN AGENT IS BIDDING, A LETTER FROM THE MANUFACTURER, AUTHORIZING THE BID IS ATTACHED TO DEALER OR AGENT'S BID.

Specifications, Catalogs, and Price Lists: Bidders are invited to offer all type and grades of wood office furniture.

A. Items required by State Agencies will include double and single pedestal flat top desks, superintendent's and teacher's desks, typewriter desks; office and general utility tables and stands; Bank of England, general utility, square post superintendent's, teacher's and stenographer's chairs; book cases, costumers, and related equipment in various standard grades, sizes and finishes.

B. No detailed specifications on the items required will be issued by this Division, but bidders must submit catalogs, showing illustrations and detail construction of equipment offered.

C. *THE NET WEIGHT OF EACH ITEM OFFERED MUST BE SHOWN IN THE CATALOG OR PRICE LIST FILED WITH BID. IF THIS INFORMATION IS NOT AVAILABLE IN CURRENT CATALOGS OR PRICE LISTS, IT MUST BE ADDED IN INK FOR PROPOSAL TO BE CONSIDERED. PLEASE NOTE THAT NET WEIGHTS AND NOT SHIPPING WEIGHTS ARE REQUIRED.*

D. A current price list must be filed with each catalog submitted. Additional catalogs and price lists must be furnished without cost to the agency requesting them.

E. The price lists submitted shall prevail for a period of thirty (30) days from opening date of bid. In the event of any revision of subsequent price lists, which reflect an increase in any item, the contractor shall submit the proposed price list to the Division of Purchase and Contract thirty days prior to its effective date, and the right is reserved to accept the new price list, or to cancel the contract at the end of the thirty (30) day period.

Finish: While it is anticipated that the contractor's regular or standard finish will be acceptable in practically all cases, it is understood and agreed that any other manufacturer's finish, such as school brown, green stain or enamel, will be furnished for matching an occasional piece of present equipment, if requested, without any additional charge.

Samples: Samples of items will not be required on date of opening, but the Division of Purchase and Contract reserves the right to request any bidder to submit samples, at the bidder's expense, before entering into a contract. If the contract for any article is based on samples, the samples will be retained by the Division of Purchase and Contract during the period of the contract, otherwise they will be returned at the bidder's request and expense.

CARBON PAPER

Specifications: Where applicable, it is understood and agreed that the carbon paper offered meets the requirements of Federal Specifications UU-P-151a, and 156a, as amended. In addition all items offered shall meet the special requirements listed under the individual item.

Samples of quality and quantity specified under each item must be filed with bid, and marked with the bidder's name and proper item number. It is understood and

agreed that all samples submitted are representative and that any deliveries made under this contract will be equal to sample submitted. It is preferred that any samples submitted be 90 days old; under no condition should samples be less than 30 days old. In signing this proposal on the reverse side, bidder hereby certifies that all samples of carbon submitted in connection with his bid were manufactured and packed on or before (date) . (Bidder must furnish this information before bid will be considered.)

Carbon Paper for Typewriters: Shall be black, packed 4 packages of 25 sheets each in good quality boxes which shall be marked to show name, size, finish, weight, quality, manufacturer, and stock number. Shall be available in standard sizes, 8" x 10½", 8½" x 11", 8½" x 13", 8½" x 14", and 11" x 11" in light, medium and standard weights; in soft, medium soft, medium, medium hard, and hard finishes; and suitable for either noiseless or standard typewriters. Bidders are invited to offer two grades: One called "Regular" for general office use, and one called "Special" for more exacting work.

DUPLICATOR STENCILS, INK AND SUPPLIES

Samples: *Samples quality and quantity specified under each item must be filed with bid and marked with the bidder's name and proper item number.* Additional samples may be required for final tests. It is understood and agreed that all samples submitted are representative and that any deliveries made under this contract will be equal

to samples submitted. It is preferred that any samples submitted be 90 days old; under no conditions should samples be less than 30 days old. In signing this proposal on the reverse side, bidder hereby certifies that all samples of stencils submitted in connection with this bid were manufactured and packed on or before (date) . (BIDDER MUST FURNISH THIS INFORMATION BEFORE BID WILL BE CONSIDERED.)

Service Facilities: Any bidder who can offer mechanical and instructional service in conjunction with this proposal is invited to attach a "Servicing Proposal" to this bid. This proposal should describe in detail the type of service charges, if any for services rendered.

INK

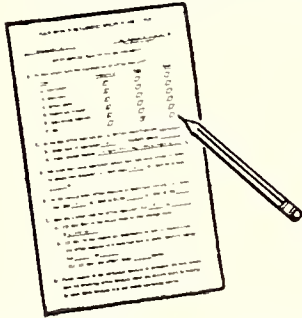
Containers: Bidders are requested to offer their regular stock size containers and may bid other sizes than those listed below, provided sizes are indicated on bid form.

Small Samples must be submitted on each item offered. Bidder guarantees that the ink offered conforms to the full requirements of the Specifications listed.

Quotations: While quotations on most items shall be per dozen, it is understood and agreed that occasional orders for mixed or single items of less than one dozen will be furnished each at 1/12 the dozen price.

Washable School Ink: Shall be first quality, free from sediment, blue and black suitable for use in ordinary and fountain pens.

Institute Survey of Purchasing Practices



37 North Carolina Counties,

Cities and Towns Report

On Office Equipment and Supplies

Should local governments buy only from local suppliers? It not, to what extent should local merchants be favored? These questions have become perennial topics for debate among critics and defenders of local government practices. They are answered in part by a recent Institute of Government survey which deals with the procurement of office supplies and equipment by city and county governments.

In response to the question, "How close must local suppliers' prices meet non-local prices in order to obtain your business?", twenty-five cities and counties of thirty-seven responding governments stated that local prices must equal non-local prices. Purchasing agents of the other participating governmental units replied that they favor local merchants if their prices do not exceed out-of-town prices by a standard percentage allowance. These allowances vary in the twelve governments comprising this group: two units allow local suppliers a one to

two percent price advantage over non-local concerns, two units accord as much as ten to fifteen percent and the others range between.

One purchasing agent, who grants local suppliers a one to two percent consideration over out-of-town vendors, offered the following comment: *"In most instances the City Fathers see that all business is placed with the local dealer when quality, service and price is the same: they would very probably pay a very small differential in most cases to place business with local representatives and this is especially true in considering service where mechanical repair and the like is required."*

Stock Rooms for Office Supplies

Sixteen of thirty-seven reporting units operate stock rooms for office supplies, the dollar values of which vary considerably. Eleven units stock office supplies in quantities costing less than \$1,000, four carry values from \$1,000 to \$5,000, and one, Greens-

boro, reports a staggering total of \$12,000. One reason why Greensboro,

**Marchant
Calculating
Machine Co.**

Sales & Service in the following

North Carolina Cities:

Asheville
Charlotte
Greensboro
Raleigh
Wilmington

All electric-automatic
simultaneous multiplication

towers above other reporting units can be traced to the Gate City's reproduction shop from which printing requirements are channeled through the central stock room to city departments (see page 11).

A few governmental units have recently added a central stores arrangement to their purchasing system while other units hope to make this addition in the near future. Ralph L. Dixon, who directs procurement as well as financial activities for the City of Winston-Salem, described his new stores set-up with this comment: "About six months ago we started a central stores for office supplies, which is operated by the Purchasing Department. Purchases are made on one year's needs. Departments requisition supplies on the Purchasing Department and charges are made monthly at cost plus five percent." C. E. Beatty, who has created an effective central procurement division for the City of Charlotte, reports that his government introduced a stock room for office supplies and other small items July 1, 1948. Charlotte's revolving fund for stock room purchases approximates \$5,000. Samuel F. Taylor, Purchasing Agent of the City of Raleigh since March 1, 1948, is in the process of building a central stores and purchasing system "based on the finest purchasing technique that is available."

The most popular basis for buying office supplies in the governments surveyed is "brand name or equivalent." Seventeen units reported this practice, twelve prefer buying on standard sample, and only three units use written specifications. Although the volume of public funds expended for office supplies does not reach the proportions of that spent for more technical supplies and equipment for which written specifications are common,

written specifications should be adapted for office supplies whenever possible. The State of North Carolina has prepared specifications for office requirements, a number of which are published on page 13. The advantages of written quality specifications are, of course, that they place all bidders on the same level and permit a fair comparison of bids; specifications eliminate the use of brand name or "equivalent," which is always accompanied by the task of proving what is "the equivalent"; and quality specifications permit the government to buy precisely the quality required since they preclude the purchase of products of excessive and inferior quality.

In answering the question "how much trade discount do you usually obtain from office equipment suppliers?", ten reports ranged between eleven and twenty percent, eleven were placed at ten percent, one at two percent, and nine purchasing agents stated "none." It is interesting to note that the size of discounts reported varied to a great extent with the size of the government. The larger cities and counties are able, evidently, to command larger trade discounts. It has been reported that some cities and towns which are not eligible for discounts on certain equipment have been able to realize discounts by procuring the equipment through their local county purchasing offices and school boards.

The likes and dislikes of typists carry much weight in the selection of

typewriters and other equipment in the city halls and county courthouses. One purchasing agent points out: "We consider the operator's desire along with all other factors. For example, a brand "X" typewriter would be replaced by brand "X," even if it cost slightly more. Adding machines and calculators are bought on the same basis unless they are new installations. In this case, the reputation of the service agency and cost of the equipment are the principal considerations."

Greensboro Printing

(Continued from page 12)

the neighborhood of \$4,500 this year. This is a substantial dividend on an eight-year-old Multigraph which, with auxiliary equipment and accessories, cost the city only \$2,095. Replacement cost for the machine today runs around \$1,850 and accessories \$500, making a total cost of \$2,350.

While it is highly unlikely that a reproduction setup as elaborate as Greensboro's would be an economic gain for all local governments, the Gate City's shop does demonstrate many possibilities for the larger governments spending \$6,000 or more on the open market for printing requirements. If only 80%, or \$4,800, of a government's \$6,000 volume could be handled through their reproduction shop, savings of at least 40%, or \$1,920, should develop during the first year of operation.

Mimeographs and Mimeograph Supplies

Products of A. B. Dick Company
Distributed by

GRAY & CREECH, Inc.

CHARLOTTE

WINSTON-SALEM

RALEIGH



For Those Who Came in Late

The Standard Duplicator, using the fluid process of direct reproduction from an original typed, written and/or drawn on paper (much like this) offers unique advantages to State, County and City offices.

Standard Fluid Process is the shortest line between the Idea and two hundred or more copies. Speedy? Five copies take less time than needed to stack the carbons for an equal typed manifold. For details:

G. E. Johnson, Sales Agent

115 Church Street

Greensboro, N. C.

Telephone 30501



BUYERS' DIRECTORY

OFFICE EQUIPMENT AND SUPPLIES

Equip- ment	Manufacturer	Brand Name	Distributors or Representatives	Address	City and County Users
Accounting— Punch Card	International Business Mach. Corp., N.Y.C.	"IBM"	Branch Office	Winston-Salem	Forsyth County
Adding	Allen Wales Adding Machine Corp., N.Y.C.	"Allen Wales"	Business Equipment Co.	Charlotte	Wayne, Guilford, Buncombe Counties
Adding	Victor Adding Mach. Co. Chicago 18, Illinois	"Victor"			Charlotte, Robeson County, Burlington
Addressing	Addressograph-Multigraph Corp., Cleveland, Ohio	"Addressograph"	Agencies	Greensboro Charlotte	Forsyth, Pitt Counties, High Point, Others
Addressing	Elliott Address. Mach. Co. Cambridge, Mass.	"Elliott"	Gray & Creech, Inc.	Winston-Salem, Raleigh, Charlotte	
Ball Point Pens	B B Pen Company Hollywood 38, Calif.	"B-B"	O. H. Williams	Charlotte	None
Bookkeeping	Burroughs Adding Mach. Co. Detroit 32, Michigan	"Burroughs"	Branch Office	Charlotte	Guilford County, Statesville, Raleigh, Others
Bookkeeping	The Nat'l. Cash Register Co., Dayton 9, Ohio	"National"			
Business Forms	Autographic Register Co. Hoboken, New Jersey	"Autographic"			
Business Forms	Moore Business Forms, Inc. Niagara Falls, N. Y.	"Moore"	Branch Office	Atlanta, Ga.	High Point, Gaston County, Others
Bus. Systems & Protection	Diebold, Inc. Canton 2, Ohio	"Diebold"	Branch Office	Charlotte	Mecklenburg County, Others
Calculating	Friden Cal. Mach. Co., Inc., San Leandro, Calif.	"Friden"	Branch Office	Charlotte	Mecklenburg, Guilford, Nash Counties
Calculating	Marchant Cal. Mach. Co. Oakland, Calif.	"Marchant"	Agencies	Raleigh, Charlotte, Greensboro	High Point, Guilford County, Others
Calculating	Monroe Cal. Mach. Co. Orange, New Jersey	"Monroe"	Branch Office	Greensboro	Raleigh, Charlotte, New Hanover County, Others
Carbon Paper, Ribbons	Kee Lox Mfg. Co. Rochester, N. Y.	"Kee Lox"	Branch Office	Atlanta 3, Ga.	Greensboro, Guilford County, Durham County, Others
Checkwriters	The Todd Company Rochester 7, Pa.	"Todd"	Branch Office		Durham County, Raleigh, Others
Dictating	Dictaphone Corporation New York 17, N. Y.	"Dictaphone"	Branches	Charlotte, Asheville, Raleigh, Others	Durham County, High Point, State Agencies Charlotte, Greensboro, Mecklenburg County

Duplicating	Addressograph-Multigraph Corp., Cleveland, Ohio	Agencies	Greensboro, Charlotte	Greensboro, State Departments
Duplicating	A. B. Dick Co. Chicago 6, Ill.	Gray & Creech, Inc.	Winston-Salem, Raleigh, Charlotte	Majority of all cities and counties
Duplicating	Ditto Inc. Chicago 12, Ill.	Branch Office	Charlotte	State Auditor's Office, S.H. & P.W.C., Others
Envelopes	Curtis 1000 Inc. Atlanta, Ga.	Raymond H. Simmons R. J. Hoover	Charlotte Greensboro	Several
Envelopes	Keystone Envelope Co. Philadelphia 33, Pa.			Guilford County, Others
Fototype	Fototype Chicago 13, Ill.	Chas. G. Stott & Co., Inc.	Washington 5, D. C.	
Photo Copying	Duophoto Corp. New York 10, N. Y.			
Photo Copying	The Haloid Company Rochester 3, N. Y.			Wayne, Edgecombe and Craven Counties, Others
Photo Copying	Photostat Corporation Rochester 4, New York			Buncombe, Guilford and Forsyth Counties, Others
Postage Meter	Pitney Bowes, Inc. Stamford, Conn.	Branch Office	Charlotte	Raleigh, Forsyth County, Guilford County
Stenotype	The Stenotype Company Chicago 5, Illinois			S.H. & P.W.C., State Industrial Com.
Typewriters	Royal Typewriter Co., Inc. New York 16, N. Y.	Branch Office	Charlotte	Most city, county and State Depts.
Typewriters	Underwood Corporation New York 16, New York	Regional Office	Charlotte	Greensboro, Guilford County, Others
Vari- typer	Ralph C. Coxhead, Corp. New York 14, N. Y.	Branch Office	Charlotte	Gastonia, State Depts., Others

OFFICE SUPPLIERS

Cities and Counties Supplied

Represents Service Area Representatives

Supplier	Address	Represents	Service Area	Representatives	Cities and Counties Supplied
Addressograph Sales Agency	Charlotte, Greensboro, Raleigh	Addressograph-Multigraph Corp.	N. C. & S. C.		Majority of all city, State Depts.
The Book Store	Morganton	Yawman & Erbe, Wilson-Jones, Carter Ink	Burke and adjacent counties	W. A. Leslie Mrs. Mary H. Arney	Burke, Avey and Mitchell Counties
Gray & Creech, Inc.	Charlotte, Winston-Salem, Raleigh	A. B. Dick Co.	State		Majority of all cities and counties, State Depts.
G. E. Johnson Sales Agent	Greensboro	Standard Duplicating Machines	State	G. E. Johnson	High Point, Wilmington, Others
Remington Rand Inc.	Greensboro	Remington Rand	Entire State of North Carolina	John P. Canine, J. B. Alexander, H. R. Hagan	All of North Carolina

Mr. P. W. Wager
 University of N. C.
 Chapel Hill, N. C.

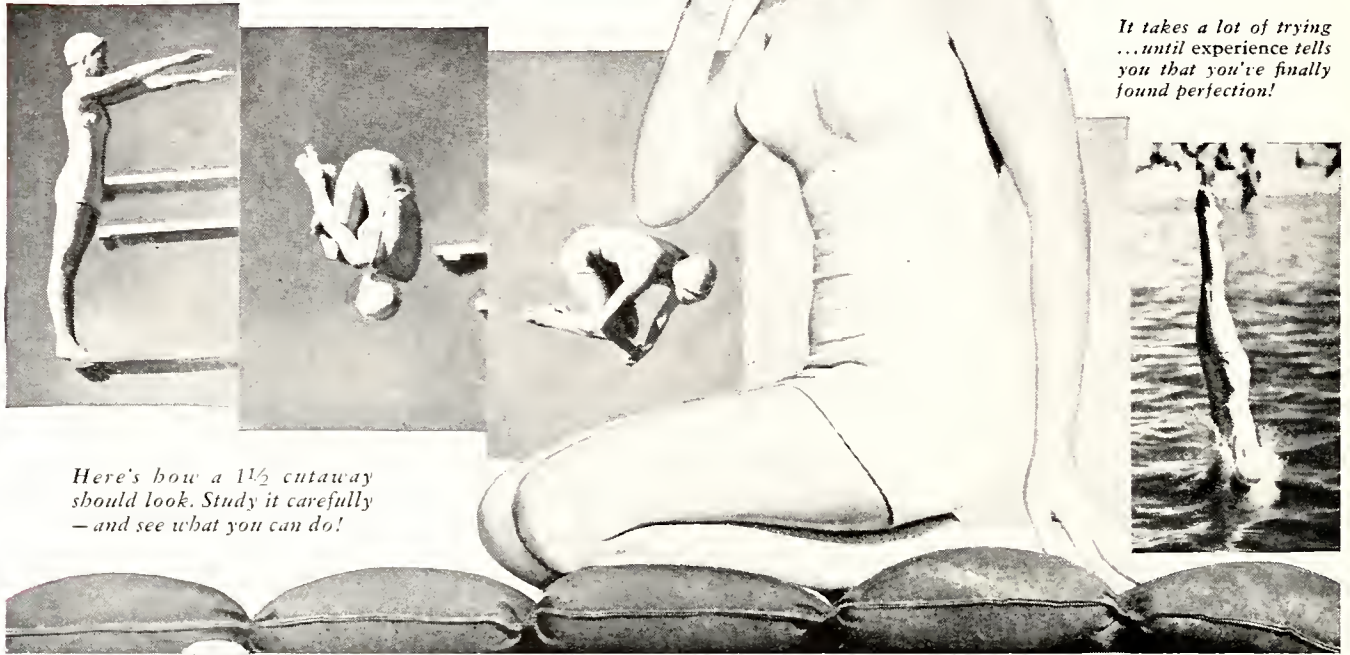
HERE'S A LESSON ON

How to Dive!

Petite diving star "JIM" FAIRBROTHER says that in diving...or choosing a cigarette...
EXPERIENCE IS THE BEST TEACHER!

I LEARNED FROM EXPERIENCE...
 BY COMPARING...
 THAT CAMELS SUIT ME BEST!

It takes a lot of trying...until experience tells you that you've finally found perfection!



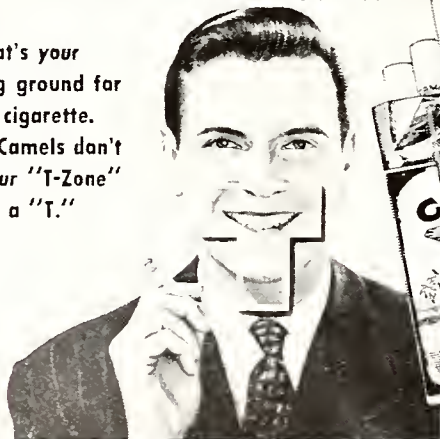
Here's how a 1 1/2 cutaway should look. Study it carefully — and see what you can do!

Let your  -Zone tell you why

More people are smoking
CAMELS than ever before!

YOUR "T-ZONE"
 T for Taste...T for Throat...

that's your proving ground for any cigarette. See if Camels don't suit your "T-Zone" to a "T."



● Here's a lesson in choosing a cigarette, too! Like Miss Fairbrother, countless smokers have tried different brands—and compared—for full flavor and cool-smoking mildness. Camels—made from *choice* tobaccos, properly aged and *expertly* blended—are the *choice of experience* with millions!

Try Camels yourself in your "T-Zone"... that's T for Taste and T for Throat. See how their rich, full flavor suits *your* taste. See how Camel's cool mildness suits *your* throat! Learn from *your own* experience in your "T-Zone" why more people are smoking Camels than ever before!

R. J. Reynolds Tobacco Co., Winston-Salem, N. C.

According to a Nationwide survey:

MORE DOCTORS SMOKE CAMELS THAN ANY OTHER CIGARETTE

Three leading independent research organizations asked 113,597 doctors what cigarette they smoked. The brand named most was Camel!