

**TELEPHONE DIRECTORY
AND
CITIZENS' GUIDE TO MISSOURI
GOVERNMENT
2003-2004**



State Senator

DOYLE CHILDERS

29th District



Senator Doyle Childers, a Republican, represents the counties of Barry, Lawrence, McDonald, Ozark, Stone and Taney (District 29).

Elected to his first term in the Missouri Senate in 1996, Senator Childers serves as Chairman of the Economic Development, Tourism, and Local Government Committee, and is a member of the Senate Appropriations Committee, the Gubernatorial Appointments Committee, and the Education Committee.

Senator Childers, a former science teacher, served seven consecutive terms in the Missouri House of Representatives (1982 through 1996) and is in the real estate and construction business. His employment background includes work on drill rigs and in the timber, tourism and farming industries.

A 1962 graduate of Arcadia Valley High School, Senator Childers received an associate degree from College of the Ozarks in 1964 and a bachelor of science degree in 1972 from College of the Ozarks. He did graduate work at Southwest Missouri State University. Senator Childers taught chemistry and physics for ten years at Reeds Spring High School. He also served more than four years with the U.S. Peace Corps in Central America.

Born November 25, 1944, on the family farm near Ironton, Missouri, Senator Childers and his wife Sue reside in Reeds Spring.

MISSOURI



SENATE

DOYLE CHILDERS

29TH DISTRICT

State Capitol, Room 225

Jefferson City, Missouri 65101

573-751-2058

Toll Free 888-537-2900-Message only

Dear Friends,

I sincerely appreciate the privilege of representing our area of the state in the Missouri General Assembly. The State of Missouri faces many challenges and opportunities. I like to remember that even with our problems and concerns, we still experience the best form of government any country has ever enjoyed.

Serving as a state senator for six counties, each with its unique problems and interests, requires a lot of consultation with the folks I represent. Your participation with calls, letters, and visits are very helpful as I represent the almost 170,000 people of the 29th District. Many state issues are too complex and diverse to allow everyone to be in complete agreement. Because of this, I realize my votes can never be totally satisfactory to all of my constituents.

I do find it personally rewarding to make someone's life a little easier by cutting red tape, persuading the bureaucracy to show common sense and helping the folks I represent. I want you to know I am always available to visit, speak to a group, or discuss issues in the coffee shop when the schedule allows.

Again, thanks for the opportunity to work for you in the Missouri Senate.

Sincerely,

Doyle Childers
State Senator

TABLE OF CONTENTS

Voter Registration and How to Ask a Question 4

State and Federal Information Center 5

Missouri's State Government Home Page 5

State Officials 5

Federal Elected Officials 6

Departments of Federal Government 7

State Departments 8

At Your Service (Help lines for Assistance) 17

Property Tax Refund for Senior Citizens and Disabled . 22

Missouri's Beginnings 25

Structure of Missouri Government 27

Executive Branch 29

Legislative Branch 33

Judicial Branch 38

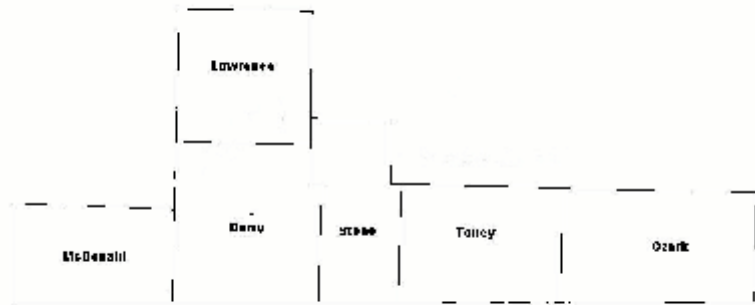
Local Governments 41

Missouri's Congressional Representatives 45

Citizen's Role 47

Tour Information 49

29th SENATORIAL DISTRICT



- District Facts -

As your state senator, I am honored by the opportunity to represent the 29th Senatorial District.

Our district comprises six counties including Barry County with its historic county seat of Cassville, Roaring River State Park, and part of the Table Rock Lake tourism and retirement area. Lawrence County with extensive agricultural and manufacturing interests has the commercial centers of Aurora, Monett and Mount Vernon. Mount Vernon is the county seat of Lawrence County. McDonald County in the southwest corner of the state adjoins Kansas, Oklahoma and Arkansas with small towns, beautiful forests, farms, and clear streams. Pineville is the county seat of McDonald County. Ozark County is the smallest county in population but with its historic old mills, scenic lakes and state record trophy fishing, it is one of the most beautiful counties in the state. Gainesville is the county seat of Ozark County. Stone County is a fast growing residential, tourism and retirement location containing most of Table Rock Lake. The county seat is Galena, located on the banks of the James River. Taney County is nationally famous for the recreational and entertainment complex around Branson. Forsyth is the county seat of Taney County. The 29th Senatorial District is one of the premier tourism and retirement regions in the state.

BE A PART OF IT! REGISTER TO VOTE

Voter Registration

You must be 18 years old, a U.S. citizen and have identification to register. Registration is open until the fourth Wednesday before the election. Change of address is necessary if the address change occurs prior to the registration deadline. If the change of address is after the deadline, you must contact your county clerk's office for further instructions. Contact your county clerk about where to register in your area.

HOW TO ASK A QUESTION AND GET RESULTS . . .

A Good Letter:

- Should give a complete, but brief account of what happened – eliminate unrelated information.
- Include full name, correct address, phone number at work and home.
- If your inquiry involves an agency that uses an identifying case or file number (example: Social Security) include the number.
- Include the name of the agency and individual with whom you have dealt with in the past. Do not abbreviate – someone else may not understand your abbreviations.

An Effective Call:

- Have all the above ready.
- **Have a pencil and paper ready.**
- Be sure to record person's name and title along with the number at which he/she can be reached. If you are transferred, it can be difficult to remember names or other details.

INFORMATION CENTER

If you want to know what number to call for a state or federal agency, you may call these numbers for help:

State Information (Springfield) (417) 895-6300

State Information (Jefferson City) (573) 751-2000

Federal Information Center 1-800-688-9889

(Toll Free for ALL MISSOURI RESIDENTS
Monday-Friday, 8 am - 7 pm)

VISIT MISSOURI'S STATE GOVERNMENT HOME PAGE

ON THE INFORMATION SUPERHIGHWAY!

**ALL STATE DEPARTMENTS CAN BE ACCESSED AT THIS
INTERNET ADDRESS: <http://www.state.mo.us>**

A cruise through Missouri online offers you bill summaries, committee member lists, bill activity rosters and more.

STATE OFFICIALS

The mailing address for the following officials
(except the Attorney General) is:

State Capitol, 201 West Capitol Avenue, Jefferson City, Mo 65101

Governor Bob Holden Room 216 . . . (573) 751-3222

Lt. Governor Joe Maxwell Room 121 . . . (573) 751-4727

Secretary of State Matt Blunt . . . Room 208 . . . (573) 751-2379

State Auditor Claire McCaskill . . Room 224 . . . (573) 751-4824

State Treasurer Nancy Farmer . . Room 229 . . . (573) 751-2411

Attorney General Jeremiah W. (Jay) Nixon . . . (573) 751-3321

Supreme Court Building, 207 W. High Street, Jefferson City, MO 65101

FEDERAL ELECTED OFFICIALS

President of the United States

The White House
1600 Pennsylvania Avenue
Washington, D.C. 20500
(202) 456-1414

Presidential Greetings

Greetings from the President are available for an 80 or older birthday, a 50th or over anniversary or for a young adult earning an Eagle Scout or Girl Scout Gold Award. At least six weeks before the event, send your request to the Greetings Office, Room 39 at the above address.

UNITED STATES SENATORS

Christopher S. Bond (202) 224-5721; Fax (202) 224-8149
274 Russell Senate Office Building, Washington, D.C. 20510

Jefferson City (573) 634-2488; Fax (573) 634-6005
308 East High Street, Suite 202, Jefferson City, MO 65101

Springfield (417) 864-8258; Fax (417) 864-7519
1700 South Campbell, Suite E, Springfield, MO 65807

Jim Talent (202) 224-6154; Fax (202) 228-1518
517 Hart Senate Office Building, Washington, D.C. 20510

Jefferson City (573) 636-1070; Fax (573) 638-3891
122 East High Street, 2nd Floor, Jefferson City, MO 65101

Springfield (417) 831-2735; Fax (417) 831-2407
300 John Q. Hammons Parkway, Suite 111, Springfield, MO 65806

UNITED STATES REPRESENTATIVES

District 7 – Roy Blunt (202) 225-6536; Fax (202) 225-5604
217 Cannon House Office Building, Washington, D.C. 20515

District Offices:

Joplin (417) 781-1041; Fax (417) 781-2832
101 Rangeline Road, Joplin, MO 64801

Springfield (417) 889-1800; Fax (417) 889-4915
2740-B East Sunshine, Springfield, MO 65804

District 8 – Jo Ann Emerson (202) 225-4404; Fax (202) 226-0326

2440 Rayburn House Office Building, Washington, D.C. 20515

District Offices:

Cape Girardeau (573) 335-0101; Fax (573) 335-1931

339 Broadway, Federal Office Building, Cape Girardeau, MO 63701

Rolla (573) 364-2455; Fax (573) 364-1053

612 Pine, Rolla, MO 65401

**DEPARTMENTS of
FEDERAL GOVERNMENT**

Department of Agriculture (202) 720-2791

Honorable Ann Veneman (202) 720-3631

200-A Whitten Bldg., 1400 Independence Ave., SW, Washington, D.C. 20250

Department of Commerce (202) 482-2000

Honorable Don Evans

14th & Constitution Ave., NW, Washington, D.C. 20230

Department of Defense (703) 545-6700

Honorable Donald Rumsfeld

Pentagon, 1000 Defense, Washington, D.C. 20301-1000

Department of Education (202) 401-2000

Honorable Rod Paige (202) 401-3000

400 Maryland Ave., SW, Federal Office Bldg. #6

Washington, D.C. 20202

Department of Energy (202) 586-5000

Honorable Spencer Abraham

1000 Independence Ave., SW, Washington, D.C. 20585

Department of Health & Human Services (202) 619-0257

Honorable Tommy Thompson (202) 690-7000

200 Independence Ave., SW, Washington, D.C. 20201

Department of Homeland Security (202) 282-8000

Honorable Tom Ridge

3801 Nebraska Ave., NW, Washington, D.C. 20393

Department of Housing and Urban Development . . . (202) 708-1112

Honorable Mel Martinez (202) 708-0417

451 7th St., SW, Washington, D.C. 20410

Department of Interior (202) 208-3100

Honorable Gale Norton (202) 208-7351

1849 C St., NW, Washington, D.C. 20240-6229

Department of Justice (202) 514-2000

Attorney General John Ashcroft (202) 514-2001; Fax (202) 307-6777

950 Pennsylvania Ave., NW, Washington, D.C. 20530-0001

Department of Labor (202) 693-5000

Honorable Elaine Chao

200 Constitution Ave., NW, Washington, D.C. 20210-0001

Department of State (202) 647-6575

Honorable Colin Powell (202) 647-5291

2201 C St., NW, Washington, D.C. 20520

Department of Transportation (202) 366-4000

Honorable Norman Mineta (202) 366-1111

400 7th St., SW, Washington, D.C. 20590

Department of Treasury (202) 622-2000

Honorable John Snow (202) 622-5300

1500 Pennsylvania Ave., NW, Washington, D.C. 20220

Department of Veterans' Affairs (202) 273-5400

Honorable Anthony Principi (202) 273-4817

810 Vermont Ave., NW, Washington, D.C. 20420

STATE DEPARTMENTS

**All departments can be accessed through
MISSOURI'S STATE GOVERNMENT HOME PAGE
on the World Wide Web: <http://www.state.mo.us>**

Agriculture (573) 751-4211

P.O. Box 630, Jefferson City, MO 65102

Divisions are: Animal Health; Grain Inspection and Warehousing; Market Development; Plant Industries; and Weights and Measures. The Department also oversees certain aspects of the Missouri State Fair, the State Milk Board, the Missouri Agricultural Small Business Development Authority and the Missouri Agricultural Statistics Service.

Mission: To serve, promote, and protect the agricultural producers, processors and consumers of Missouri's food, fuel and fiber products.

Conservation (573) 751-4115

P.O. Box 180, Jefferson City, MO 65102

Divisions/Sections are: Wildlife; Fisheries; Forestry; Private Land Services Protection; Design & Development; Outreach & Education; Fiscal; Administrative Services; Natural History; and Human Resources. A monthly conservation magazine is free to adult Missouri residents who request it. To apply for Department services, or request information, including maps, write or telephone the Jefferson City office.

Mission: To protect and manage the fish, forest and wildlife resources of the state; to serve the public and facilitate public participation in resource management activities; and to provide opportunity for all citizens to use, enjoy and learn about fish, forest and wildlife resources.

Research Center (Columbia) (573) 882-9880

Springfield Conservation Nature Center (417) 888-4237

West Plains (417) 256-7161

Services available Mon - Fri, 8 am - 5 pm.

Operation Forest Arson 1-800-392-1111

Provides opportunity for Missouri citizens to call in information on arson-related forest fires. Caller may remain anonymous.

Operation Game Thief 1-800-392-1111

Co-sponsored by the Conservation Federation, a 24-hour toll free hotline for reporting on the unlawful hunting of protected or out-of-season animals and fish. Also, information may be reported on persons hunting more than the lawful limits placed on wild game in Missouri. All calls are strictly confidential and rewards are given for information leading to arrest.

Hunting/Fishing Permits (Purchase) 1-800-392-4115

Corrections (573) 751-2389

P.O. Box 236, Jefferson City, MO 65102

Probation and Parole Central Office (573) 751-8488

Divisions are: Adult Institutions; Division of Human Services; Division of Offender Rehabilitative Services; and the Board of Probation and Parole.

Mission: The Department of Corrections works with victims, communities and state and local government to improve public safety

through secure confinement and effective community interventions. Through our cooperative efforts to provide effective correctional services, we hold offenders accountable for their behavior and prepare them to be productive citizens.

Economic Development (573) 751-4962

P.O. Box 1157, Jefferson City, MO 65102

Divisions/Programs are: Missouri Division of Tourism; Missouri Housing Development Commission; Missouri State Council on the Arts; Women’s Council; Community Service Commission; Division of Credit Unions; Office of the Public Counsel; Division of Motor Carrier and Railroad Safety; and Division of Professional Registration. (Includes individual listings below.)

Mission: To develop and enhance a highly skilled and flexible workforce; support research, development and transfer of technologies; assure availability and accessibility of capital resources; develop and support access to new markets; promote infrastructure development; foster local economic growth and quality of life; and ensure the high quality of essential services.

South Central Regional Office, Houston (417) 967-5770

Southwest Regional Office, Springfield (417) 888-4001

Business Development Group 1-800-523-1434

Office of International Marketing, Office of Productivity, Office of Business Finance, Office of Minority Business and Office of Business Information.

Business Expansion and Attraction Group ... 1-800-523-1434

Project Management Section, Incentive Section, Finance Program, Tax Benefits Program, Job Training Program, Research Section and the Missouri Film Office.

Community Development Group 1-800-523-1434

Community Development Block Grant (CDBG) Program, Neighborhood Assistance Tax Credit Program (NAP), Youth Opportunities and Violence Prevention Program (YOP), Missouri Main Street Program, Missouri Community Betterment (MCB), Rural Economic Assistance Program (REAP) and Enterprise Zone Program.

Workforce Development Group (573) 751-4750

Worker Re-entry Program/Rapid Response, Missouri Customized Training Program, Community College New Jobs Training Program, Missouri Youth Service and Conservation Corps, The Experienced Worker Program, Youth Job Readiness/Experience Program, Missouri Education Coordination Program and Missouri One-Stop System.

Missouri Division of Tourism (573) 751-4133

For a travel kit that includes a calendar of events, a Missouri Travel Guide and a map of Missouri, call **1-800-877-1234**.

Division of Finance (573) 751-3242

Pamphlets available: How to Cut the Cost of Credit; Billing Problems; Credit Repair Scams and Repairing Your Own Credit Report; Debt Collection Problems; Rule of 78s; Shopping for Credit; and Refinancing Your Mortgage. Missouri Division of Finance consumer complaint form available upon request.

PSC Consumer Hotline 1-800-392-4211

The Public Service Commission (PSC) is responsible for regulating the investor-owned utility companies. This hotline is set up to register complaints against these utility companies.

Pamphlets offered by the PSC: Commission Information Guide; Information about the Missouri Public Service Commission’s Cold Weather Rule and the PSC Annual Report.

Elementary & Secondary Education (573) 751-4212

P.O. Box 480, Jefferson City, MO 65102

For more information on available publications, please contact the Public School Information office at the above address.

Divisions are: Vocational and Adult Education; Instruction; School Services; Special Education; Urban and Teacher Education; and Vocational Rehabilitation.

Mission: To carry out policies of the State Board of Education, to provide leadership for the improvement of public schools and to assist local school districts in carrying out state and federal laws and regulations.

Health & Senior Services (573) 751-6400 or (573) 751-6420

P.O. Box 570, Jefferson City, MO 65102

Divisions/Centers include: Chronic Disease Prevention and Health Promotion; Health Improvement; Emergency Response and Terrorism; Family Care Safety; Information Management and Evaluation; Health Standards and Licensure; Local Public Health Services; Maternal, Child and Family Health; Nutritional Health and Services; and Senior Services.

Mission: The Department protects and promotes quality of life and health for all Missourians by developing and implementing programs and systems that provide information and education; regulation and oversight; and surveillance of disease and conditions.

Elder Abuse Hotline 1 (800) 392-0210

A 24-hour hotline to report abuse, neglect or exploitation of those over the age of 60 or of those physically and mentally impaired age 18 or over.

Family Care Safety Registry 1 (866) 422-6872

Provides background information on registered child-care and elder-care workers and licensure information on licensed providers.

Senior Services Information & Referral 1 (800) 235-5503

State Ombudsman Program 1 (800) 309-3282

Vital Records

P.O. Box 570, 930 Wildwood, Jefferson City, MO 65102

To obtain copies of birth or death certificates (\$10 each), a marriage license or divorce decree, mail the request and fee, along with as much information regarding the date and place of event, parents’ names, funeral home, etc., to the above address. There is no charge for marriage and divorce information.

For further assistance:

Birth Records (573) 751-6387

Provide: name, father’s name, mother’s maiden name, birth date and birth place. (Must be a relative to obtain this record.)

Death Records (573) 751-6374

Marriage & Divorce Records (573) 751-6387

Higher Education (573) 751-2361

3515 Amazonas Dr., Jefferson City, MO 65109

Divisions are: Missouri Student Assistance Resource Services (MOSTARS); State Colleges and Universities; Proprietary School Certification Program; and Missouri State Anatomical Board.

Mission: To provide leadership and coordination in planning, programming and financing of Missouri’s system of public, independent, and private higher education; to provide coordinating services to public and private post-secondary educational institutions; and to ensure that appropriate, affordable and high-quality training, teaching, research and public services are available to all qualified Missourians.

Insurance (573) 751-4126

P.O. Box 690, Jefferson City, MO 65102-0690

Consumer Hotline 1-800-726-7390

Hearing Impaired (573) 526-4536

The Department provides these pamphlets: Missouri Consumers Rate Guide to Homeowners, Mobile Home Owners and Renters; Missouri Consumers Rate Guide to Automobile Insurance; Consumers Guide to Long-Term Care Insurance; Consumers 1998 Automobile Insurance Discount Guide; Consumers Shopping Guide to Automobile Insurance; Guide to Health Insurance for People with Medicare; Medicare Supplement Insurance Cost Comparison Guide; Renters Insurance Rate Guide; Home Owners Insurance Rate Guide; Earthquake Insurance Rate Guide; HMO Complaint Index; Workers Compensation Frequently Asked Questions; and Consumer Auto Discount Guide.

Mission: To promote competition where it works; to implement regulations where competition fails so that consumers can make informed decisions based on price and quality; to ensure that insurance companies remain financially solvent so that customers get their claims paid; to ensure that consumers get the benefits for which they paid; to ensure that insurance professionals are competent and trustworthy; and to ensure that consumers have access to affordable and suitable coverage.

CLAIM Program 1-800-390-3330

CLAIM (Community Leaders Assisting the Insured of Missouri) is

a FREE program funded by the Department. The program is designed to make available trained, certified volunteers to help senior citizens with health insurance questions. These volunteers assist consumers with the complicated paperwork associated with health insurance. They inform seniors about: policy comparison, claim benefits filing, Medicare approved managed care options (HMO), Medigap insurance, the Medicare appeals process and detection of fraud and abuse.

Labor & Industrial Relations (573) 751-9691

3315 West Truman Blvd., Jefferson City, MO 65102

Agencies operating within the Department are: Labor and Industrial Relations Commission, Divisions of Employment Security, Labor Standards, Workers’ Compensation, Governor’s Council on Disability, State Board of Mediation and the Missouri Commission on Human Rights.

Labor and Industrial Relations Commission ... (573) 751-2461

Governor’s Council on Disability (573) 751-2600

Division of Employment Security (573) 751-3215

Commission on Human Rights (573) 751-3325

Division of Labor Standards (573) 751-3403

State Board of Mediation (573) 751-3614

Division of Workers’ Compensation (573) 751-4231

Workers Compensation Counseling Hotline . 1-800-394-0964

Workers’ Compensation Fraud 1-800-592-6003

Workers’ Compensation/State Employees (888) 622-7694

Mental Health (573) 751-4122 or 1-800-364-9687

P.O. Box 687, 1706 East Elm, Jefferson City, MO 65102

The Department offers information, at your request, covering the following topics: Mental Illness; Developmental Disabilities; and Alcohol and Drug Abuse.

Mission: Working side by side with individuals, families, agencies and diverse communities, the Department of Mental Health establishes philosophy, policies, standards and quality outcomes for prevention, education, habilitation, rehabilitation and treatment for Missourians challenged by mental illness, substance abuse/addiction and developmental disabilities.

Natural Resources (573) 751-3443

P.O. Box 176, Jefferson City, MO 65102 or 1-800-361-4827

Divisions are: Administrative Support; Environmental Quality; Geology and Land Survey; State Parks; and Energy.

Mission: To recommend policy on the protection of Missouri’s natural resources; to serve the state through its involvement in environmental and resource-related issues of the day; to protect Missouri’s environment; to deal with the critical area of energy; and to help develop mineral resources and works to preserve the state’s historic and cultural heritage.

Natural Resources Hotline 1-800-334-6946

Voice your concerns on a variety of natural resource topics and get information on state parks and historic sights.

Environmental Quality Information 1-800-361-4827

Public Safety (573) 751-4905

P.O. Box 749, Jefferson City, MO 65102

Divisions are: Missouri National Guard (Adjutant General); SEMA (State Emergency Management Agency); Missouri Veterans’ Commission; Fire Safety; Missouri State Highway Patrol; Highway Safety; Liquor Control; Missouri State Water Patrol; Missouri Gaming Commission; and Missouri Capitol Police.

Arson Hotline 1-800-392-7766

Anonymous hotline for reporting information regarding arson. Rewards may be given for information leading to arrest.

Meth Hotline 1-888-823-METH

Anonymous hotline for reporting information regarding methamphetamine. Housed at Highway Patrol Headquarters.

Fire Marshal (573)751-2930 or 1-800-877-5688

Revenue (573) 751-4450

P.O. Box 311, Jefferson City, MO 65105

Divisions are: Taxation and Collection; Motor Vehicle and Drivers Licensing; and Administration.

Mission: to serve the people by administering and enforcing Missouri laws relating to taxation, motor vehicles and driver’s licenses.

To order tax forms:

State Tax Forms 1-800-877-6881 or (573) 751-5337

Income Tax Forms 1-800-877-6881

Forms by Fax (573) 751-4800

TDD 1-800-735-2966

Social Services (573) 751-4815

P.O. Box 1527, Jefferson City, MO 65102

The Department has several pamphlets available by written request specifying subject matter of interest to you.

Divisions are: Child Support Enforcement; Family Services; Medical Services; and Youth Services.

Mission: To maintain or improve the quality of life for the people in Missouri by providing the best possible services to the public, with respect, responsiveness and accountability, which will enable individuals and families to better fulfill their potential.

The following services are also offered by the Department:

Child Abuse/Neglect 1-800-392-3738

Child Support (General Questions) 1-800-859-7999

Family Child Support Payment Center 1-888-225-0530

Family Services Hotline 1-800-392-1261

Parental Stress Help Line 1-800-367-2543

Missouri Medicaid 1-800-392-0938 or (573) 751-3525

Medicaid and Food Stamp Eligibility 1-800-392-1261

MC + for Kids Eligibility 1-888-275-5908

Recipient Services 1-800-392-2161

Non Emergency Transportation 1-888-863-9513

MO Medicaid & Exemptions Help Desk .. 1-800-392-8030

Transportation (573) 751-2551

P.O. Box 270, Jefferson City, MO 65102

The Department builds and maintains the more than 32,000-mile state highway system, the nation’s seventh largest, and also has responsibilities for aviation, rail, waterways and transit operations. The Department provides the official state highway map, coordinates the Adopt-A-Highway program and, in conjunction with the Highway Patrol, operates a toll-free road conditions hotline. Transportation activities and general highway coordination and direction are provided

from Headquarters Office in Jefferson City. Ten district offices are responsible for transportation activities within their areas.

Mission: To continue to streamline department operations to better serve transportation needs; to preserve the existing transportation network; to complete the short-term action plan of highway projects; and to develop a total transportation focus that supports all transportation modes.

- Road Conditions Hotline** 1-800-222-6400
- Customer Service** 1-888-ASK-MODOT (275-6636)
- Adopt-A-Highway Program** (573) 522-1061
- Springfield** (417) 895-7600
- Willow Springs** (417) 469-3134

AT YOUR SERVICE . . .

Help lines for assistance – 800, 866, 877 and 888 numbers are toll free – if you have difficulty reaching the number, ask for operator assistance 1-800-555-1212

Many agencies listed require a **touch tone** phone to gain specific information. If you are calling from a rotary dial phone, wait until the end of the recorded message – an operator should come on the line to help you.

AID TO FAMILIES WITH DEPENDENT CHILDREN, FOOD STAMPS AND SIMILAR PROGRAMS . 1-800-392-1261

The Aid to Families agency is a very busy information line. Please be patient. An efficient system for answering inquiries has been established and a program specialist will come on the line as soon as possible. It is advisable to write a list of questions you have for the specialist before calling. It assures that your questions will be short and to the point and that no questions will be forgotten.

AIDS (Acquired Immune Deficiency Syndrome) . 1-800-342-AIDS

Federal Hotline (East Coast Location)

24 hours a day, every day, including holidays

- Telecommunications for the Deaf (TDD)** 1-800-243-7889
- Mon - Fri, 9am - 9pm

ALCOHOL AND DRUG INFORMATION 1-800-729-6686

(National Clearing House) Information Specialist is available after

recorded/touch tone selection. Provides various answers concerning drugs in the work place, statistics, aid with research and will send printed information on request.

ALZHEIMER'S DISEASE 1-800-272-3900

Mon - Fri, 8am - 5pm. Nights and weekends: recorded message.

Information number refers you to a local chapter by your zip code.

AMTRAK 1-800-872-7245

Recorded message information by **touch tone** phone.

AUTOMOBILE SAFETY 1-800-424-9393

The National Highway Safety Administration accepts reports about auto safety problems and answers questions about recalls, including child safety seats. Automated hotline information by **touch tone** phone. Pencil and paper before calling are helpful.

BETTER BUSINESS BUREAU (417) 862-4222

BLIND REHABILITATION SERVICES 1-800-592-6004

CANCER INFORMATION SERVICE 1-800-4-CANCER

Supplies confidential information about cancer and related resources to cancer patients and their families, the general public and professionals. Recorded message Mon - Fri, 9am - 4:30pm

Ellis Fischel State Cancer Hospital (573) 882-2100

Mon - Fri, 8am - 5pm; Columbia, MO 65203

CONSUMER FRAUD

HOTLINE (Attorney General) 1-800-392-8222

CONSUMER INFORMATION 1-800-FED-INFO

Federal Consumer Information Center

For a copy of the free "Consumer Information Catalog," a listing of more than 200 selected federal consumer publications, send a postcard to: Consumer Information Center, Pueblo, CO 81009.

DISEASE CONTROL

Communicable Disease 1-800-392-0272

Sexually Transmitted Disease Hotline 1-800-227-8922

CDC National STD Hotline available 24 hours a day, 7 days a week.

EDUCATION GRANTS AND LOANS

Federal Student Aid Information Center 1-800-433-3243
P.O. Box 84, Washington, D.C. 20044. 7am - 11pm, M-F, 8-5 S
MUST HAVE DRN NUMBER WHEN CALLING

Assistance available to process change of address or institution; inquiries concerning receipt, processing of Free Application For Federal Student Aid (FAFSA) or to request duplicate copies of documents

MOSTARS

Information Center 1-800-473-6757 or (573) 751-3940
Hearing/speech impaired 1-800-735-2966

Student financial aid programs, including Advantage Missouri, Bridge Scholarship and Missouri College Guarantee, under the Missouri Department of Education, P.O. Box 6730, Jefferson City, MO 65102

ELECTIONS

Federal Election Commission 1-800-424-9530
Information regarding federal campaign laws, federal election fundraising regulations and/or financial records on candidates for federal office can be obtained through this toll free number.

State Election Services . . . (573) 751-2301 or 1-800-669-8683
Information on elections in Missouri can be obtained from: The Secretary of State, P.O. Box 778, Jefferson City, MO 65102

Missouri Ethics Commission (573) 751-2020
State election fundraising regulations and information on campaign finance reporting can be obtained from: The Missouri Ethics Commission, P.O. Box 1254, Jefferson City, MO 65102

EMPLOYMENT

Missouri Division of Employment Security
(Branson) (417) 334-4156
1756 Bee Creek Rd., Suite B, Branson, MO 65616-7828
(Monett) (417) 235-7877
511 South Kyler, Monett, MO 65708-9313
(Springfield) (417) 887-4343
505 East Walnut St., Springfield, MO 65804-0025

(West Plains) (417) 256-3158
3417 Division Dr., Suite 1, West Plains, MO 65775-5789

State (573) 751-4162
The Missouri Merit System is implemented by several state departments. For information about Merit System job opportunities contact: Division of Personnel, P.O. Box 388, Jefferson City, MO 65102

Missouri Works www.works.state.mo.us
This job service Internet site links job seekers and employers. It is sponsored by the Department of Economic Development.

ENERGY EFFICIENCY 1-800-363-3732
P.O. Box 3048, Merrifield, VA 22116
Provides free information and technical assistance on energy efficiency and renewable energy technologies.

ENVIRONMENTAL EMERGENCY (573) 634-2436
For reporting chemical spills and other environmental problems; answered 24 hours a day by department staff for technical advice or emergency response assistance.

ENVIRONMENTAL HEALTH ISSUES 1-888-232-6789

EXPORTS ADVISORY SERVICE 1-800-565-3946
The EXIM hotline has been established by the Export-Import Bank of the United States to give small businessmen on-the-spot advice and assistance concerning export financing.

FAMILY ASSISTANCE PROGRAMS (Missouri) . (816) 426-3981
The Administration for Children and Families is responsible for federal programs that promote the economic and social well-being of families, children, individuals and communities. Services include social services, welfare, developmental disabilities, and child adoption, abuse, care and support.

FEDERAL INCOME TAX 1-800-829-1040
Recorded message **touch tone** phone response.

INTEREST GROUPS
To find an interest group or organization's name, refer to the *Encyclopedia of Associations* which contains a complete listing of U.S. national organizations and should be available at your local library.

LAWYER REFERRAL SERVICE

The Missouri Bar offers this number for a referral of a lawyer in your area.

Springfield (417) 831-2783

Missouri Bar Center (573) 635-4128

P.O. Box 119, Jefferson City, MO 65102

LEAD POISONING PREVENTION (573) 526-4911

LEGAL SERVICES PROGRAM

The following not-for-profit corporation serves the counties listed. The agency provides free legal services to qualifying individuals in civil disputes.

Legal Aid of Southwest Missouri (Springfield) **1-800-444-4863**
or 417-881-1397

Serves the counties of: Barry Lawrence Ozark
Stone Taney

Legal Aid of Western Missouri (Joplin) **1-800-492-7095**
or 417-782-1650

Serves the county of: McDonald

MEDICARE INFORMATION **1-800-633-4227**

24 hours/7 days a week, **touch tone** phone response.

General information on Medicare; Medicare-paid mammograms; Insurance supplement; Claims; Health insurance sales practices or suspected Medicare fraud; and HMO assistance questions. If your income is under \$9,660 (individual) or \$13,020 (couple), you may qualify for a special program.

Medicare Information Hotline **1-800-347-1016**

Missouri Patient Care Review Foundation

Mon - Fri, 8:30am - 5pm (excluding holidays)

MISSING CHILDREN **1-800-843-5678**

National Center for Missing and Exploited Children

MISSOURI ARTS COUNCIL (314) 340-6845

Information on Council programs and funding for the Arts in Missouri. Wainwright State Office Complex, 111 North 7th Street, Suite 105, St. Louis, MO 63101-2188

MISSOURI FIRST-Linked Deposits (Formerly MoBucks) (573) 751-4831

MISSOURI GRAPE AND WINE PROGRAM ... **1-800-392-9463**

OATS **1-800-770-6287 or 417-887-9272**

Public Transportation for southwest Missourians

OCCUPATIONAL SAFETY

The Occupational Safety and Health Administration (OSHA) accepts reports about hazardous working conditions.

Western Missouri **1-800-892-2674**

PASSPORTS

Information about passports and passport applications may be obtained through a clerk of any Federal or State court of record, a judge or clerk of any probate court accepting applications, or from a designated postal employee at selected post offices. Call your local post office to find the location nearest you.

PROPERTY TAX REFUND FOR SENIOR CITIZENS

AND 100 PERCENT DISABLED (573) 751-3505

Those eligible for the credit may receive a refund for property taxes paid on their home, or a refund for 20% of their yearly rental payments. Additional information about the program may be obtained from the Missouri Department of Revenue, Senior Citizens' Unit, P.O. Box 2800, Jefferson City, MO 65102, or by calling (573) 751-3505. To qualify, a filer or his/her spouse must be at least 65 years old and have a household income of less than \$25,000 including Social Security benefits. If a couple files a joint return, their total income cannot exceed \$27,000. Eligible filers must have lived in Missouri for the entire year for which they are filing and have paid rent or real estate taxes for their dwellings. When applying for the tax credit, senior Missourians must submit county and/or city property tax receipts or proof of rent paid.

RUNAWAY CHILDREN

National Runaway Switchboard **1-800-621-4000**

Crisis intervention and referrals to runaway, homeless youth and families.

SENATE PUBLIC INFORMATION

Legislation/Legislator Information **1-800-884-2835**

Current bill status, to determine which senator or representative serves your district, legislator phone and e-mail information, legislative schedule and committee information.

SOCIAL SECURITY

Social Security Administration 1-800-772-1213

Nationwide information and direction to area offices. Open M-F, 7 am - 7 pm. Recorded message lists options to obtain answers to frequently asked questions by **touch tone** number choices. An operator will come on line at the end of recording if needed.

Springfield Office (417) 866-7210

806 North Jefferson, P.O. Box 2570, Springfield, MO 65802

SPECIALIZED LICENSE PLATES

Contact your county license bureau for application.

TOURISM (573) 751-4133

A division of the Missouri Department of Economic Development. Information on Missouri attractions upon request.

For Brochures Only 1-800-519-2300

State Parks 1-800-334-6946

Information on the Katy Trail and other state parks in Missouri.

VETERANS' INFORMATION 1-800-827-1000

(Disability Benefit Information)

Veterans Education Benefits 1-888-442-4551

For information call the toll free number or contact:

Department of Veterans Affairs 1-800-827-1000

400 South 18th St., St. Louis, MO 63103

VETERANS' OUTREACH PROGRAM

Vietnam & Persian Gulf Veterans (816) 753-1866

3931 Main, Kansas City, MO 64111

Offers counseling and referral services. Rap and support groups. Post-traumatic stress disorder treatment.

Office hours: Mon - Wed- Fri 8am - 4:30pm; Tues - Th 8am - 8:30pm;

24-hr answering service.

INTRODUCTION: Missouri's Beginnings

In order to govern itself independently, any state requires a system of fundamental laws and principles to give it structure and direction. It needs a constitution.

Congress authorized the Missouri Territory to create its own constitution in March of 1820, more than a year before our state achieved its final sovereignty. The constitutional convention was composed of 41 elected delegates, 16 state senators and 16 state representatives and met for the first time on June 12, 1820, in the dining room of St. Louis' Mansion House Hotel. Within 38 days the territory had a new 10,000-word constitution.

The brief document was modeled after the second constitution of the state of Kentucky, but included provisions from various other state constitutions and also incorporated elements of the United States Constitution, drawing significantly from the Bill of Rights.

By Aristotle's definition, constitutional government exists in the state that citizens at large administer for the common interest; Missouri's first constitution was authored within that framework. One of its most basic tenets lay in the phrase, ". . . all political power is vested in, and derived from, the people."

The first constitution gave Missouri voters the sole right of regulating the state government and of "altering and abolishing their constitution and form of government whenever . . . necessary to their safety and happiness." In addition, freedom of religion, press and assembly were guaranteed.

The constitution contained 13 articles that covered the distribution of the powers of government, the powers of the legislature and chief executive, and the interpretive powers of the judicial branch.

More specifically, it provided for sessions of the General Assembly every two years. The House of Representatives was limited to 100 members, elected for two-year terms and apportioned by population, with each county entitled to at least one representative. The Senate was made up of members elected for four years from single-member districts, not to exceed 33 or fall below 14 in number.

The first constitution stated that Missouri's governor was to be

elected for a four-year term and was not eligible for immediate re-election. He had the authority to appoint the auditor, secretary of state and attorney general, all for four-year terms. The General Assembly had the power to choose the state treasurer for a two-year term, but the lieutenant governor of Missouri was to be elected by the state's voters.

In addition, the general framework of the historic document provided guidelines on education, banking, the state militia, internal improvements and methods for amending the constitution.

Missouri's first constitutional convention completed its task on the 19th day of July in 1820. The constitution was put into effect immediately, bypassing the approval of Congress and the process of popular vote, not an uncommon procedure in those times. The following month, the voters of Missouri chose Alexander McNair as their first governor, along with William Ashley as lieutenant governor and John Scott as congressional representative. In addition, the General Assembly elected David Barton and Thomas Hart Benton to the U.S. Senate. Thus, Missouri had leadership, representation and the established pattern of rule it needed to function independently.

In 1821, Missouri was admitted to the union as the nation's 24th state.

Missouri's current constitution was adopted on February 27, 1945, by a vote of the people after a constitutional convention was called to draft a new constitution. Amendments to the constitution are periodically proposed and adopted by a vote of the people.

I. THE STRUCTURE OF MISSOURI GOVERNMENT

Missouri's state government is like that of the other 49 states in that it is divided into three principal branches: the legislative, the executive and the judicial.

The *legislative* branch has the responsibility of writing and passing our state laws. This branch has two distinct divisions known as the Senate and the House of Representatives. Together, these two divisions of the legislature are known as the General Assembly.

Once the laws have been passed by the legislature, it is the duty of the *executive* branch to execute and administer them. As the chief executive of the state, the governor is the recognized leader of this branch. He or she is assisted by the lieutenant governor, secretary of state, state treasurer, state auditor and attorney general, all elected officials. Various law enforcement boards and departments provided for in the constitution are also divisions of the executive branch.

The third principal branch of Missouri government is the *judicial*. This branch comprises the state court system, and its major responsibility is to interpret the laws passed by the legislature and administered by the executive branch.

Having three distinct branches of government ensures that no one group can dominate the government through a concentration of power.

The Missouri Constitution provides for this legal separation of powers in Article II, which reads:

"The powers of government shall be divided into three distinct departments - the legislative, executive and judicial - each of which shall be confined to a separate magistracy, and no person or, collection of persons, charged with the exercise of powers properly belonging

to one of these departments, shall exercise any power properly belonging to either of the others, except in the instances in this constitution expressly directed or permitted."

Equal distribution of powers among state officials is a guarantee that the citizens of Missouri will be fairly represented in government.

— The Executive Branch —

The executive branch consists of the governor, lieutenant governor, secretary of state, attorney general, state treasurer and state auditor. To conduct the state's business, these six officials work through 15 departments, which in turn are divided into divisions, commissions and boards. With the advice and consent of the Senate, the governor appoints the directors of the departments and divisions and members of the commissions and boards. The 15 major departments that assist in executing and administering the laws of the state are Agriculture, Conservation, Economic Development, Elementary and Secondary Education, Health, Higher Education, Highways and Transportation, Insurance, Labor and Industrial Relations, Mental Health, Natural Resources, Public Safety, Revenue, Social Services and Corrections. In addition to these, the Office of Administration functions as a central management agency for the coordination of planning, budgeting and personnel activities of the 15 departments.

Another important responsibility of the executive branch is to ensure that "initiative" and "referendum" laws are carried out. "Initiative" and "referendum" are rights which the citizens of Missouri have reserved for themselves through the state constitution. When a measure proposed by initiative is approved by the people it becomes a law of the state. When a measure referred to the people for a vote by the General Assembly, or by a referendum petition, is acted upon by the people, their vote is final.

An important aspect of the executive branch is that all six officers are elected individually and independently of one another, which means that the governor has no basic control over the other five executive officials.

The Governor

The governor is the chief official of the executive branch of Missouri government. He or she is elected by the voters of the state in the presidential election year and serves a term of four years. Since 1965, when Missouri voters approved an amendment to the constitution, Missouri's governor has been eligible to seek re-election

to a second term.

To hold the office of governor, a person must be at least 30 years of age and must have been a citizen of the United States for at least 15 years and a resident of Missouri for at least 10 years.

As chief administrator of the state, the governor has numerous duties and responsibilities. The governor's primary duty is to carry out the laws of the state. In practically every field of law enforcement, he or she may intervene in the event of a crisis.

Subject to confirmation by the Senate, the governor appoints many of the officials actively engaged in enforcement of laws, such as the director of agriculture and the director of revenue. He or she also appoints the judges of those state courts that operate under the non-partisan court plan.

Unless otherwise provided by law, the governor has the authority to fill all vacancies occurring in state and county offices.

Special legislative powers vested in the governor by the Missouri Constitution enable him or her to send messages to the legislature covering his or her suggested budget and legislative program, approve or veto bills, and call special sessions of the General Assembly.

The governor acts as the official channel of communication between Missouri and the other 49 states, as well as the federal government.

Because of this power to regulate appropriation bills and control the rate of spending by an agency, the use of the state's money requires much of the governor's attention.

The Lieutenant Governor

Because of a measure passed by Missouri voters in 1992, the lieutenant governor has expanded duties.

Before the changes were approved, the lieutenant governor's main duty was to preside as ex officio president of the Missouri Senate. The lieutenant governor cannot vote in the Senate unless there is a tie vote. The lieutenant governor is then allowed to vote to break the tie.

The new duties for the lieutenant governor include being an

advocate for the elderly, early childhood education and the Parents As Teachers program. He or she is also a member of several boards and commissions, including the Missouri Economic Development, Export and Infrastructure Board; the Board of Fund Commissioners; The Missouri Housing Development Commission; the Missouri Rural Economic Development Commission; the Missouri Rural Economic Development Council; and the Tourism Commission.

The lieutenant governor is also a member of the Board of Public Buildings, but this is a duty the lieutenant governor had before the changes of 1992.

The Secretary of State

Missouri's secretary of state is designated by the Missouri Constitution to be the keeper of the Great Seal of the State of Missouri. The seal is used on most official state documents.

The secretary of state is also the chief custodian of the state's records and in 1993, became the manager of the Missouri State Library. Many of the state's most precious historical documents are overseen by the secretary of state.

Perhaps the duty the secretary of state is best known for is supervising Missouri's elections and campaign spending. All documents relevant to Missouri elections are filed with the secretary of state.

This office is also the chief enforcer of business and investment laws and is responsible for registering Missouri corporations.

The State Auditor

The duties of the state auditor are to establish appropriate systems of accounting for all public officials of the state, to post-audit the accounts of all state agencies and to make all other audits and investigations required by law. The auditor also is responsible for establishing appropriate systems of accounting for political subdivisions of the state, supervision of their budgeting system, regular audits of third and fourth class counties and other political subdivisions that request an audit by citizen petition.

The State Treasurer

The duties of the state treasurer under the Missouri Constitution are 1) to be custodian of all state funds; 2) to determine the amount of state money not needed for current operating expenses; and 3) to invest such money in time deposits, bearing interest, in Missouri banking institutions, or in short-term United States government obligations. The state treasurer is required, in connection with the investment of state funds, to give due consideration to the preservation of such money, the comparative yield and the effect upon the economy and welfare of the people of Missouri.

The Attorney General

As the state's chief legal officer, the attorney general must prosecute or defend all appeals to which the state is a party, including every felony criminal case appealed to the Missouri Supreme Court and courts of appeal. The attorney general is also required to represent various state officials, boards and agencies in appeals taken from their decisions and orders.

He or she is required to institute in the name and on behalf of the state, all civil suits and other proceedings necessary to protect the state's rights, interests or claims. It is also the duty of the attorney general to enforce the Missouri Antitrust Law which prohibits monopolization and restraint of trade or commerce. The attorney general has the responsibility of rendering official opinions to the General Assembly, the governor, secretary of state, auditor, treasurer, the heads of the various state departments and the circuit or prosecuting attorneys on any question relating to their official duties.

— The Legislative Branch —

Under the present Missouri Constitution, every year 197 elected representatives and state senators come from the districts across the state to meet in Jefferson City. They are members of the state legislature, and they come to enact new laws and revise existing Missouri laws. When their legislative duties are finished, the legislators return to their districts where they continue to serve as the political voice of their constituents.

Given the official name, "General Assembly of the State of Missouri," our state's legislature is the most fundamental of the three branches of Missouri government because it is the one that enacts the laws with which the executive and judicial branches must deal.

The legislative branch is divided into two bodies. The chamber with the largest membership is the House of Representatives with 163 members. The smaller chamber is the state Senate, which is made up of 34 members and is considered the upper chamber.

Missouri's Constitution provides for the General Assembly to meet on the first Wednesday after the first Monday in January each year. The session ends on the first Friday after the second Monday in May. Veto sessions are held in September and can be no more than 10 days in length.

However, extraordinary or special sessions of the Assembly can be called by the governor at any time, and the General Assembly can also call itself into special session provided three-fourths of the members of both chambers agree. At a special session, the only matters that may be considered for legislative action are those for which the special session was specifically called. The special session is limited to 60 days.

The Senate

Missouri is divided into 34 senatorial districts on the basis of population, and each district elects one state senator. The senators are elected for four-year terms, with an overlapping arrangement providing that half the terms expire every two years. This system ensures that there will always be at least 17 experienced senators in

Jefferson City making our laws. The odd-numbered senatorial districts in Missouri hold their elections in leap years, and the even-numbered districts hold theirs two years later. Senators may serve a maximum of 2 terms.

To be eligible for election as a state senator, a person must be at least 30 years old, a qualified voter in the state for three years, and a resident of his or her district for one year. Vacancies occurring in both the House and the Senate are filled by special elections called by the governor.

Several of the Senate officers who play a key role in keeping the Senate's activities running smoothly are the following:

President Pro Tem

He or she is the ranking member of the Senate, appoints all committees, is elected by the Senate, and is always a member of the majority party.

Floor Leader, Majority and Minority

Manages all floor legislative action in behalf of the party. The majority floor leader sets the schedule and order of business for the Senate.

Caucus Chairman, Majority and Minority

Is the presiding officer of his or her party caucus. He or she is elected at the caucus held prior to each General Assembly. Caucuses are also held occasionally during the legislative session.

Caucus Secretary, Majority and Minority

Records activities of all party caucuses.

Secretary of the Senate

Responsible for the recording of each day's proceedings and maintaining such records.

The House

The Missouri House of Representatives is composed of one member from each of the state's 163 legislative districts. These districts are drawn up according to population.

Members of the House are elected for two-year terms at regular elections held in even numbered years. To run for state representative, a person must be at least 24 years old, a qualified voter in the state for at least two years, and resident in his or her district for at least one year. Representatives may serve a maximum of 4 terms.

The presiding officer in the House of Representatives is the speaker. His or her responsibilities include appointing all committee members and chairmen, assigning all bills to House committees and signing all official actions of the House.

The speaker pro tem presides in the speaker's absence. Both the speaker and the speaker pro tem are nominated by the majority caucus and elected at the opening of the first regular session of each General Assembly.

The majority and minority floor leaders manage floor action in behalf of their parties.

The party whip directs the support of members of his or her party for his or her party's programs and objectives.

Legislative Committees

It would be virtually impossible for every member of the legislature to take the time to study every aspect of the thousands of new laws proposed at each session of the General Assembly. As a result, the House and Senate members work in specialized legislative committees, which consider the validity and need for a particular bill.

Committee membership includes representation of both political parties; however, the members of the majority party always outnumber those of the minority party. Committee chairmen are always appointed from the majority party by the speaker of the House and the president pro tem of the Senate. The committees are set up according to the rules of each house, and they are established

on the basis of the subject matter of proposed bills.

When a committee receives a bill, the committee studies it carefully and then holds a public hearing. It is during these hearings that private citizens are given the opportunity to speak out for or against a particular bill. The voter can, and should, attend these hearings if he or she has an interest in a bill, because once the bill has passed out of committee, the voter's only recourse is to write to individual state senators or representatives.

When the hearings are over, the committee goes into executive session to determine what shall be done with the bill. Decisions concerning the bills are always reached by a majority vote.

There are several possible actions a committee may take on a bill.

1. The committee may make no report on the bill at all.
2. The committee may report the bill without any recommendations.
3. The committee may report the bill with the recommendation that it "do pass."
4. The committee may report the bill with amendments added by the committee and with the recommendation that it pass as amended.
5. The committee may report an entirely new bill under the old title and recommend that the bill pass. The new bill is then known as a "committee substitute."
6. The committee may report the original bill with the recommendation that it "do not pass." By doing this, the committee kills the bill, and it takes an absolute majority vote in the house to revive it.

The Calendar

There are both formal and informal calendars for perfection, and third reading and final passage. When a bill is taken up on the formal calendar, it may be laid over to the informal calendar and may be taken up at a later date by its sponsor. (Bills are laid over for a variety of reasons, such as the unavoidable absence of the sponsor or the fact that the sponsor feels the time is not right for debate.)

In the latter days of session, the position of bills upon the calendar is critical, since they must await their turn for debate and action. Thus, sponsors of bills introduce them as early as possible and strive for early committee hearings so that their bills may receive favorable positions upon the calendar.

It is when the bill is on the floor that the function of the majority floor leader is important. By custom he or she acts as the business manager of the chamber, sets the calendars and the time for beginning and ending a day's work.

— The Judicial Branch —

The third major branch of Missouri government is the judicial branch. The chief responsibility of the judicial branch is to interpret the laws of the state as passed by the legislature, and it also attempts to settle controversial issues. In so doing, it deals in two areas of law: criminal and civil.

Criminal cases are those in which there has been a violation of the law causing an injury to the state or society. People found guilty in a criminal case may be punished by fine, imprisonment or execution.

Civil cases are those in which there has been a dispute, often over minor disagreements in interpretation of the law. The person who loses a civil lawsuit is not subject to fine or imprisonment. However, the court may decide that the injured party should be paid a certain amount in "damages."

Missouri courts are presided over by judges who are either elected to their posts or are chosen under the non-partisan court plan. The non-partisan plan is the method employed in filling judgeship vacancies in many Missouri courts. The plan operates in the following manner:

1. When a vacancy occurs in a judgeship, a judicial commission recommends three names to the governor.
2. The governor appoints one of the three to fill the vacancy. The new judge assumes office immediately, but the appointive term expires on December 31 following the next regular November election held after he or she has been in office for a complete year.
3. If the judge wishes to continue to hold office, he or she must file for election not later than 60 days before the regular election in November.
4. If a majority of the voters choose to retain the judge, he or she will serve a full term beginning January 1.

The Circuit Court

An amendment to Article V of the Missouri Constitution adopted by the voters in 1976 greatly reorganized Missouri's lower courts.

The new court system concentrates all initial legal activity in the circuit court, abolishes magistrate and probate courts and elevates the judges from those courts to associate circuit judges and gives these judges expanded duties. There is one presiding judge per circuit who is responsible for directing and assigning judicial matters to other circuit judges and associate judges within the circuit. Municipalities of less than 400,000 population are given the option to retain their municipal judges to hear municipal ordinance violation cases or file such cases before an associate circuit judge. Municipalities of more than 400,000 are required to make provisions for municipal judges to hear ordinance cases. Thus Missouri now uses a single trial court – the circuit court – which is operated by three types of judges: circuit judges, associate circuit judges and municipal judges.

Many judges of the circuit court are popularly elected, while judges in some circuits are selected under provisions of the non-partisan court plan.

The Court of Appeals

Missouri has three courts of appeals: St. Louis, Kansas City and Springfield.

The Court of Appeals has general appellate jurisdiction in all cases not within the exclusive jurisdiction of the Supreme Court. However, cases not within the exclusive jurisdiction may be transferred from the Court of Appeals to the Supreme Court when it is determined that a case involves an important constitutional issue that should be decided by the state's highest court.

Judges are selected under the non-partisan court plan and serve a term of twelve years. A chief judge is elected for each district of the Court of Appeals by the judges in the districts and serves for such time as the districts determine.

The Supreme Court

An amendment to Article V of Missouri's Constitution adopted in 1970 defined the jurisdiction of the Supreme Court more narrowly than in previous years. This amendment has resulted in it receiving fewer cases on appeal and directing more appeals to the Court of Appeals. Under the amendment, the Supreme Court has jurisdiction in cases involving the construction of the United States and Missouri Constitutions, cases in which the validity of a treaty or federal statute is challenged, cases involving the construction of the revenue laws of Missouri, challenges to the title to any public office in Missouri, and appeals in cases involving offenses punishable by a sentence of death. The Supreme Court may also order cases transferred to it from the Court of Appeals if the cases involve questions of general interest or importance, if the court thinks the existing law should be re-examined, or for other reasons provided by law.

In addition to these duties the Supreme Court is responsible for the supervision of all lower courts in the state. It is assisted in this task by the State Courts Administrator's Office.

Supreme Court judges are selected under Missouri's non-partisan court plan. There are seven Supreme Court judges who serve 12-year terms. They select one of their number to be chief justice, usually for a period of two years.

The decisions of the court are in the form of a written opinion prepared by a judge and adopted by a vote of the judges.

II. LOCAL GOVERNMENT IN MISSOURI

Much of the power to regulate internal affairs in Missouri is delegated to locally elected governing bodies, such as governments of counties, cities, townships and various kinds of districts. These local units have no reserved power of their own, but only those granted to them by the Missouri Constitution and laws. The state sets up the basic frameworks of government available to the local units. The people in the local units fill in the details with appropriate actions and ordinances, being allowed more or less discretion depending on the size of the population and other factors.

— County Government —

There are 114 counties in Missouri, plus the City of St. Louis, which under the constitution has county status. With the exception of the City of St. Louis, all 114 Missouri counties have some basic type of county government, although the structure and operation of county governments vary considerably.

Most county governments are directed by the presiding commissioner of the county commission and other commissioners. All of them are elected by the people. The county commission serves as both the central executive and legislative body.

St. Louis County is governed by a county supervisor who is responsible for the operation of the departments of county government. A seven-member County Council functions as the legislative body of St. Louis County. The county supervisor is elected to a four-year term as are the members of the County Council.

Within each county there is a collection of separate elective officers performing various tasks. Most counties elect a prosecuting attorney, sheriff, coroner, assessor and revenue collector who perform necessary law enforcement and fiscal management duties.

County governments are characterized by varying degrees of

coordination and centralization. This is due in part to the fact that the General Assembly and the governor are themselves technically the primary legislative and executive organs of the state and its subdivisions.

– City Government –

Missouri has three main types of city government in use today -- the mayor-council, the commission and the council-manager form.

The Mayor-Council Form

The form of city government appearing most frequently in Missouri is the mayor-council form. In this type of government there is a city council (or board of aldermen) composed of four or more members who are elected by the people, a mayor who is either elected by the people or by the council from among its own members and several administrative officials who are elected by the people of the community or who are appointed by the mayor.

The duties of the council in the mayor-council form of city government are restricted to adopting the "ordinances" (local laws) for the city. Council members are usually elected from subdivisions of the city. These subdivisions are called wards.

The mayor acts as the chief executive of the mayor-council organization and is responsible for carrying out the ordinances made by the council.

The Commission Form

In this form of city government, one body, called the board of commissioners (or the city council in some places), performs both the legislative and executive functions. The board of commissioners has the duty of passing ordinances that govern the affairs of its city. Each commissioner then acts as a department head and carries out one particular group of ordinances. The commissioners may also appoint and oversee an official who will carry out the work, such as that concerning streets, public utilities or parks. The commissioners in this form of government are elected by the people of the city. This is the least common form of city government in Missouri.

The Council-Manager Form

The council-manager form of government comprises a council, a mayor and a city manager. The council passes the city ordinances, and its members are elected from within the city. The duties of the mayor include presiding at council meetings; however,

the mayor has little administrative power. Instead, the administrative power in the council-manager form of city government lies with the city's chief executive, known as the city manager. The city manager is a non-partisan official hired by the city as an administrator. He or she is the person who is generally responsible for all city administration.

III.

MISSOURI'S CONGRESSIONAL REPRESENTATIVES

Missouri has 11 people in Washington, D.C., who represent the state in the United States Congress. The number of the state's representatives in Congress can change, however, if there is an increase or decrease in the state's population.

The U.S. Congress is the legislative branch of the federal government, and it works in conjunction with the country's executive and judicial branches to exercise the sovereign power of the people of the United States. Congress is divided into two branches, the Senate (Upper House) and the House of Representatives (Lower House). Its two-year sessions last from each odd-numbered year to the next odd-numbered year.

Missouri's United States Senators

Missouri is like every state in that it is represented in Washington by two senators who are elected to six-year terms. These officials provide a smaller body of more experienced lawmakers to counter-balance the workings of the shorter term (two-year) House members. Senators must be at least 30 years old, be citizens of the United States for at least nine years, and be residents of the state in which they are elected. The terms of one-third of the members of the Senate expire every two years. Each senator has one vote in the Upper House.

Missouri's United States Congressmen

Nine Missourians currently represent Missouri in the House of Representatives in Washington. The members of the House are elected to two-year terms from districts in the state drawn up according to population; thus, the more heavily populated states have more representatives in Washington than those with lesser populations. The number of a state's representatives will increase or decrease as the state's population increases or decreases.

A member of the House of Representatives must be at least

25 years old, a citizen of the United States for seven years, and a resident of the state in which he or she is elected. Each representative has one vote.

Because members of the House are elected for shorter terms than senators, they are intended to be the true "voice of the people" in Congress. Their actions generally reflect the wishes of their constituents more directly than those of senators. Like the Senate, the House of Representatives must approve all legislation before it can go into effect. The House is presided over by the Speaker of the House, a member who is usually elected to his position by the majority party.

IV. THE CITIZEN'S ROLE

Although not everyone can be involved in politics to the extent of holding public office, there are a number of effective ways for citizens to make known their views. Opinions about our government may be transmitted to political leaders through traditional avenues established by custom, or through legally established means.

Among these is the right to petition the government for redress of grievances. Through a petition, groups of citizens may appeal to Congress for legislative action.

A group of voters may draft a proposed law and require that it be submitted to the people for passage through an "initiative." Occasionally, through a "referendum," the legislature submits a proposal to the people for approval or disapproval.

Some states have laws providing for the recall of officials. If enough voters ask that a person be removed from office, a special election is held and voters are given an opportunity to elect someone else.

All these legal actions, though provided for by law, occur infrequently. A frequently used means through which a voter may express an opinion is by writing a letter to his or her elected representative. Many people joke about it, but "writing your Congressman" is an effective way of making yourself heard on a subject. Members of Congress and state officials pay close attention to their mail, particularly when a piece of controversial legislation is at hand. All of these devices have one thing in common – they depend upon the vote for their execution. Petitions request a vote in the legislature, initiatives and referendums bring proposals to the people for a vote, and letters to legislators try to influence votes.

Looking over the structure of our government, this same fact emerges. Simple as it is, everything depends upon our use of the vote. It is the basic tool of democracy. If a few citizens don't use it, democracy falters; if no one uses it, there is no democracy.

– Political Parties –

Political party organizations are important for many reasons. They provide manpower, organization and leadership to run campaigns, arouse voter interest, finance campaigns and encourage qualified people to seek office.

To meet those ends the political party operates on several levels.

At the local level is the city ward or county township committee, the heart of both major U.S. political parties. Here is where party workers are endorsed for political jobs and appointments. Vacancies are filled on party committees, candidates are helped and intraparty election campaigns are held.

At the next level is the county central committee, composed of ward and township committee members. Overall responsibility for the success of the party and its candidates in the general election is placed upon the county central committee.

Third step on the ladder is the congressional district committee. Electing members of the state committee and supporting the district congressional campaign are the two main functions of this group.

At the top of the state political party structure is the state central committee. The state committee's duties include editing the party's state platform, giving assistance in statewide elections and preparing and distributing material boosting party candidates who were nominated in the state primary election.

How do you go about assisting a political party? Simple. Phone the party headquarters and tell them you're ready to work. They'll tell you whom to contact and after that you're on your own. How much or how little you choose to do will determine how much influence you will have.

STATE CAPITOL TOURS - (573) 751-2854

All four floors of the State Capitol are open to the public. The guided tour lasting thirty minutes is recommended. On the tour, visitors will see the Senate Chamber; the House Lounge, which contains the Thomas Hart Benton mural "A Social History of the State of Missouri;" the Rotunda and the murals of Frank Brangwyn; the Missouri State Museum; and other historic and decorative features of the building. Capitol tours are available Monday through Friday, by reservations on the half hour, 8 - 11am and 1 - 4 pm and

Saturday, Sunday and holidays, on the hour, 8 - 11am and 1 - 4 pm. March 1 through June 1 tours will be offered every twenty minutes. No tours on the four major holidays: New Years Day, Easter, Thanksgiving and Christmas.

GOVERNOR'S MANSION - (573) 751-7929

The official residence of the state's chief executive is 100 Madison Street. The building was constructed in 1871. Docents in period costumes provide guided tours of the Mansion's first floor. This area has been authentically restored in the Renaissance Revival period. Public tours of the Governor's Mansion are offered free of charge to those with advance reservations on Tuesdays and Thursdays from 10 am to noon and 1 pm to 3 pm, and in March, April, and the first two weeks of May, on Wednesdays at the same times. There are no tours during August and December. In December, the annual Holiday Candlelight Tours are held on the first weekend of the month. Mansion tours are accessible for persons with disabilities. The Governor's Garden, which is adjacent to the Mansion grounds, is available for public use including picnics, concerts, and weddings by calling (573) 751-3330.

JEFFERSON LANDING HISTORIC SITE - (573) 751-2854

One of the few remaining 19th century riverfront landings, is located on the south bank of the Missouri River between the Capitol and the Executive Mansion. The Landing consists of three buildings: the Union Hotel, the Lohman Building and the Christopher Maus House. The Union Hotel houses a gallery for art, craft and educational exhibits. The Hotel is open 10 am - 4 pm daily. The Lohman Building serves as a visitor's center and support facility for the Missouri State Museum. Slide shows and the museum are open to the public 10 am - 4 pm daily.

SUPREME COURT BUILDING - (573) 751-4144

Located across the street from the State Capitol, the Supreme Court Building houses the offices of the Missouri Attorney General as well as the State Supreme Court. Tours are available 9 - 11:30 am and 1 - 3:30 pm weekdays. The tour lasts thirty minutes. Reservations are required.

HIGHWAY PATROL – SAFETY EDUCATION CENTER & MUSEUM - (573) 526-6149

The Missouri State Highway Patrol's Safety Education Center and Law Enforcement Museum features law enforcement antiques and gun, alcohol, drug and seat belt displays. The Center is located at 1510 East Elm. Tours are scheduled from 9 am - 4 pm weekdays. Call for reservations for groups of more than ten.

RUNGE CONSERVATION NATURE CENTER - (573) 526-5544

Features exhibits on Missouri's forests, rivers, caves and other habitats. Naturalists offer programs during the day, evening and on weekends. Five hiking trails, a 200-seat auditorium, a library, three classrooms and a wildlife viewing area are available. All programs and activities are free to the public. The facility, located on Highway 179, is open 8 am - 5 pm, Monday through Saturday, and noon - 5 pm, Sunday.