

F.D.P. EXECUTIVE MEMBERS' HANDBOOK

This booklet is for Holmes County F.D.P. Executive,
Committee Members.

It has facts in it that should help Executive
Members to do their job.

As it is now, this handbook is not complete.
Over the next few months we hope more
information can be added.

AUGUST 1966

by Sue-Henry Lorenzi

HOLMES COUNTY FREEDOM DEMOCRATIC PARTY
306-THIRD STREET, LEXINGTON, MISSISSIPPI
PHONE - 834-1644

INTRODUCING the
HOLMES COUNTY F.D.P. EXECUTIVE COMMITTEE

The F.D.P. executive committee is elected by the people to work on the county level. The committee has 15 members.

MAP OF HOLMES COUNTY

Three members are elected from each of the five beats in the county

ELECTIONS

WHEN

- Members are elected each year in January
- Members serve one-year terms.

HOW

- Some beats hold one big meeting. The three members get elected at that meeting.
- or
- Some beats divide into 3 parts, like North, Central and South.

Each part holds a meeting. Each meeting elects one executive member.



THE LINES INSIDE THE MAP DIVIDE THE COUNTY INTO FIVE PARTS - OR BEATS. THREE FDP EXECUTIVE MEMBERS ARE ELECTED FROM EACH OF THE FIVE BEATS.

LIST OF THE 1966 F.D.P. EXECUTIVE MEMBERS

The F.D.P. executive committee members right now are:

BEAT 1 REPRESENTATIVES

1. T.C. Johnson (834-1594)
Rt. 1, B. 182, Lexington
2. Mrs. Bernice Montgomery
Rt. 2, B. 78, Durant
3. Howard Taft Bailey
Rt. 3, B. 57, Lexington

BEAT 2 REPRESENTATIVES

1. Link Williams
Rt. 2, B. 54, Durant
2. Willie Lee Coffee (653-3547)
203 Victor St., Durant
3. Robert Cooper Howard (472-2697)
Rt. 1, B. 28, Goodman

BEAT 3 REPRESENTATIVES

1. Lucas Sims Jr. (834-1573)
Rt. 1, B. 64-A, Pickens
2. John Henry Malone (468-2401)
Rt. 1, B. 151, Pickens
3. Burrell Tate
Rt. 1, B. 186-A, Pickens

BEAT 4 REPRESENTATIVES

1. Norman Clark
Rt. 2, B. 190, Tchula
2. Charlie Brown Jr.
Rt. 2, B. 238, Tchula
3. Jessie Jones
P.O. Box 23, Thornton

BEAT 5 REPRESENTATIVES

1. Mrs. Maretta Ross (235-3961)
P.O. Box 335, Tchula
2. Ralthus Hayes (235-5072)
Rt. 2, B. 259, Tchula
3. Ozell Mitchell (235-5963)
Rt. 2, B. 28, Tchula

OFFICERS

At the beginning of the year, the executive committee should elect its officers. Right now the officers are:

CHAIRMAN.....Robert Cooper Howard
VICE-CHAIRMAN.....Burrell Tate
TREASURER.....John Henry Malone
SECRETARY.....Bernice Montgomery
ASSIS'T SECRETARY...Jessie Jones

An EXECUTIVE in any organization has a lot of responsibilities. But his main job is making sure others get the work done.

The responsibilities of the executive members are on two levels:

- 1) the COUNTY level, and
- 2) the BEAT level.

In the first part of this handbook, we'll talk about the county level.

THE RESPONSIBILITIES OF THE EXECUTIVE MEMBERS ON THE COUNTY LEVEL

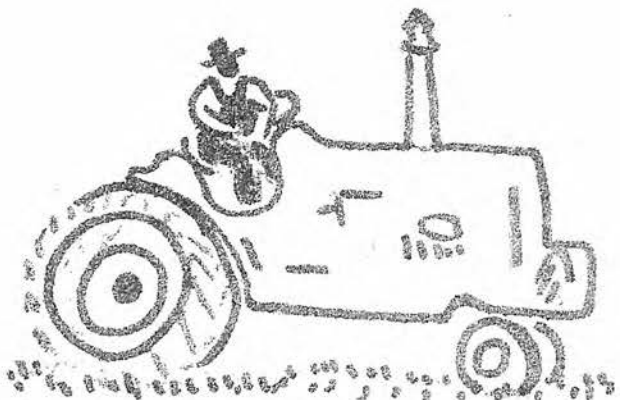
On the county level, the executive members have three main responsibilities. They are ---

- * (1) Understanding the FDP organization
 - * (2) Making sure the organization runs
 - * (3) Making sure the organization fulfills its purposes.
- * * * * *

These executive responsibilities are like the responsibilities of a farmer to his tractor.

The farmer should understand his tractor and know what each part is for. He should make sure it runs and that each part has enough grease or oil to work.

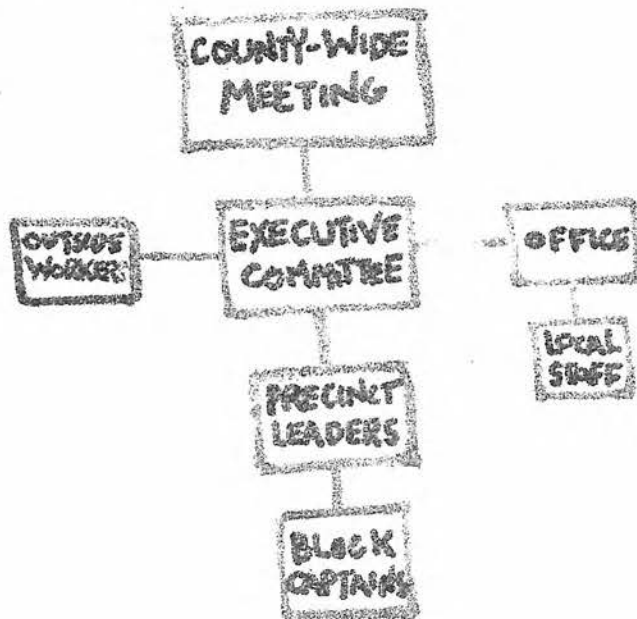
Third, he should make sure it is used right -- that it get to his field and plows.



Now we will take these three responsibilities one at a time. We start first with UNDERSTANDING THE FDP ORGANIZATION.....

RESPONSIBILITY (1) - UNDERSTANDING THE F.D.P. ORGANIZATION

The executive committee is one part of the whole FDP county organization. The picture below shows the FDP county organization as it is right now.



EACH EXECUTIVE MEMBER MUST UNDERSTAND THIS PICTURE.

HE MUST KNOW WHAT EACH GROUP IS FOR.

HE MUST KNOW WHAT PART THE EXECUTIVE COMMITTEE PLAYS WITH EACH OF THE OTHER GROUPS.

PICTURE SHOWING THE FDP COUNTY ORGANIZATION. EACH BOX IS A GROUP OF FDP PEOPLE THAT WORK IN THE ORGANIZATION.

The box in the middle of the picture is the EXECUTIVE COMMITTEE. This whole handbook is about the executive members. It tells about the job of the executive members as individuals and as part of the body when the committee meets. Before the can work well as a body, each member must understand and do his job. Each member should understand what's in this handbook.

The box right above the executive committee is the COUNTY-WIDE MEETING. County-wide is a regular meeting of all the FDP people in the county. It meets every Third Sunday, each month in a different community. The executive committee is responsible for reporting to the people at county-wide. The people can vote. They give their suggestions to the committee. The treasurer of the executive committee is the treasurer of the whole FDP. He should give a financial report to county-wide.

The people elect a chairman to lead their monthly county-wide. The present chairman of county-wide is Howard Taft Bailey. The secretary of the executive committee has been serving as the secretary of the county-wide.

The box off to the left of the executive committee is the OUTSIDE CIVIL RIGHTS WORKER. In the past, the outside workers have done many different jobs. Right now the outside workers are working directly with the executive members and other leaders. They are holding Leadership Development Workshops. If other outside workers come in to the county, it is the executive committee's job to tell them what to do. The committee decides where the workers are needed. It puts the workers there and tells them what to do.

The box off to the right is the FDP OFFICE and LOCAL STAFF. The office is at 306 Third Street, Lexington, in the Pecan Grove. It was first opened and run by the outside workers. After this summer the outside workers will not always be in the office. It is the job of the executive committee to make sure the office is run. The office has been used as a place where all people could come to get help and an understanding. It is also key to FDP communications. It gets in information from all over the county, from the state, and from Washington. It sends out information to county leaders and FDP people. The executive committee decides what the office should do and what people it should serve.

The LOCAL STAFF are local Holmes Countians who work full-time for the FDP at the office. The executive committee hires the staff, pays them, and decides what their job should be. Right now Miss Elven Marie (Ree) Robinson is the office secretary. The executive committee must decide if it should hire a local Office Manager.

The box right below the executive committee is the PRECINCT LEADERS. A precinct leader is an FDP worker who is responsible for a precinct.

A precinct is a part of a beat. Officially, the Board of Supervisors divides the beats into precincts. Each precinct has one polling place for voting.

The law says each precinct should have no more than 500 voters. But some of the official precincts in our county are too big. They have too many voters in them.

The FDP has one Precinct Leader for each official precinct.

IN beats, like Beat 1, where the officials haven't made enough precincts, the area is too big for one FDP Precinct Leader. In those beats FDP has made its own un-official precincts. The FDP has a precinct leader for each of these precincts, too.

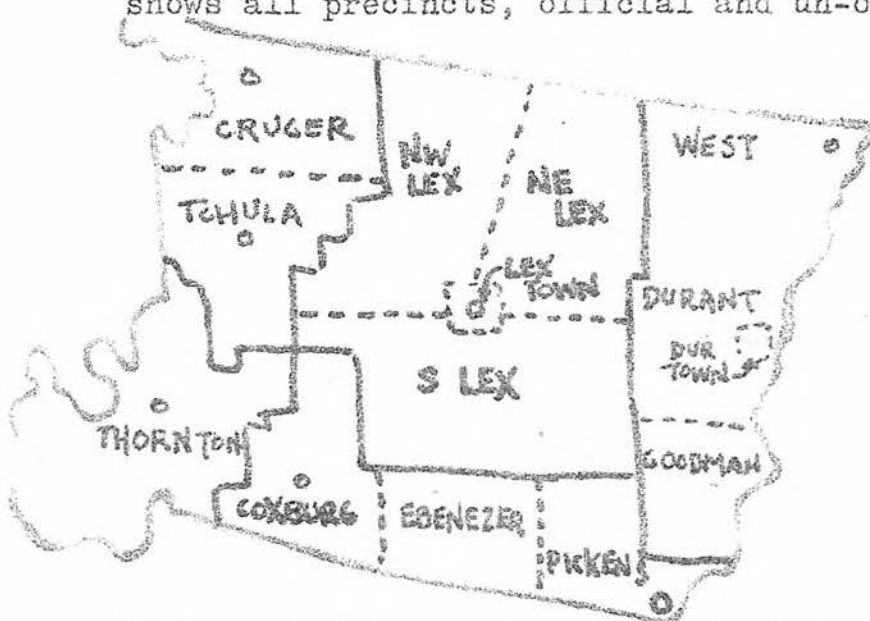
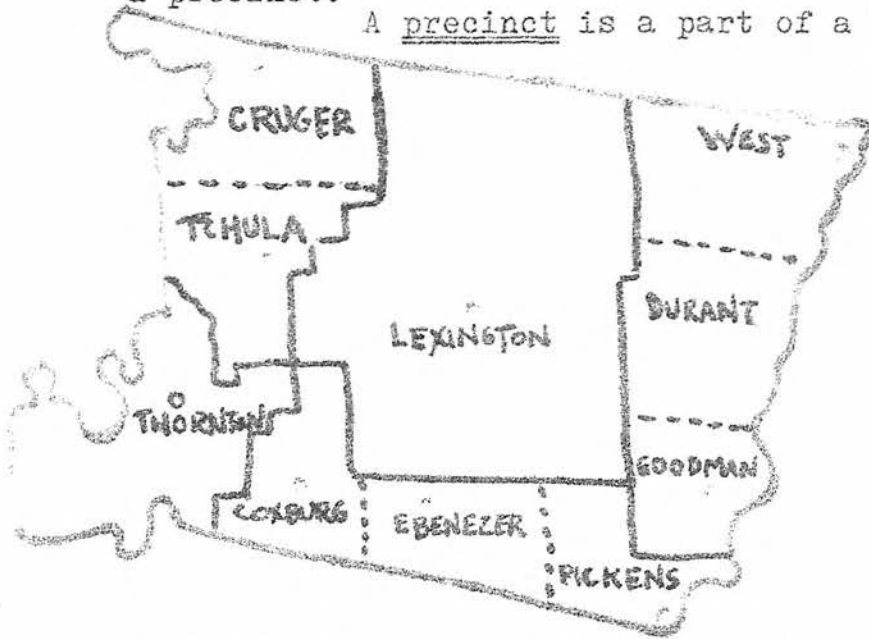
This bottom picture shows all precincts, official and un-official. FDP has a precinct leader in each one. (See next page for list of precinct leaders' names.)

The Precinct Leader is responsible for getting information to all the people in his precinct. During elections he makes sure the people get out and vote. He gets the people word on all FDP projects.

The precinct leaders get enough block captains to cover all the houses in the precinct. He gives information to the block captains to spread to the people. He gets his information

COUNTY MAP SHOWING BEATS AND ALL THE PRECINCTS -- OFFICIAL AND UN-OFFICIAL. FDP HAS PRECINCT LEADERS IN EACH ONE SHOWN HERE. (see next pages for maps of each beat showing the precincts.)

from the executive members in his beat.



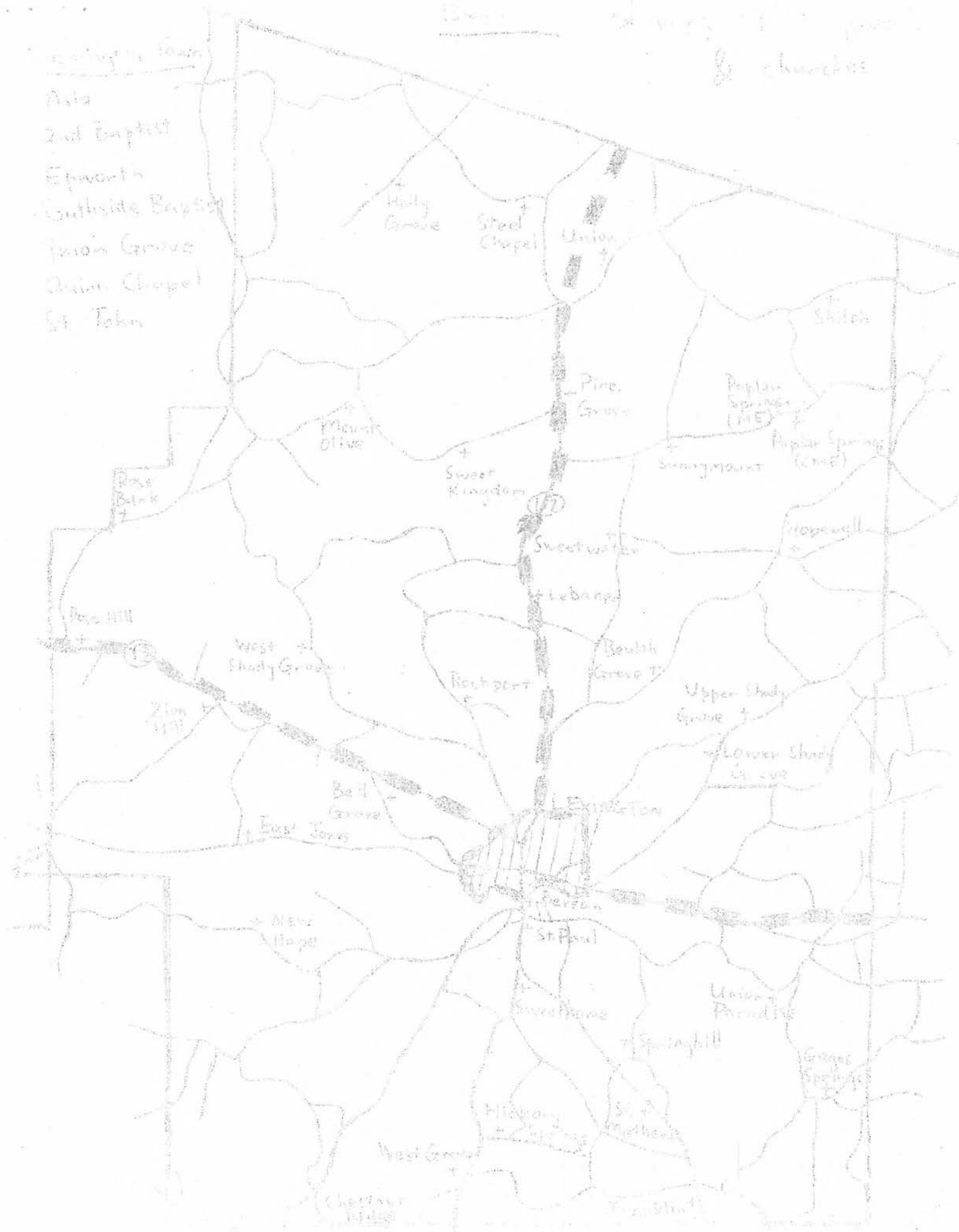
F.D.P. PRECINCT LEADERS IN HOLMES COUNTY

<u>Precinct Name</u>	<u>Name and Address of Precinct Leader</u>
Beat 1:	
NORTHWEST LEXINGTON (NW LEX).....	Peyton Randle Rt. 1, B. 66-A, Cruger
NORTHEAST LEXINGTON (NE LEX).....	Eugene Montgomery Rt. 2, B. 78, Durant
SOUTH LEXINGTON (S LEX).....	Earven Gibson (834-1869 or 834-9903) Rt. 1, B. 67-B, Pickens
LEXINGTON TOWN (LEX TOWN).....	Rev. L.E. Robinson (834-2463) Rt. 4, B. , Lexington
Beat 2:	
WEST.....	Mrs. Althea McGee (967-2273) P.O. Box 143, West
DURANT.....	Walter Bruce Jr. (653-9168) 202 S. Depot St., Durant
DURANT TOWN (DUR TOWN).....	Mrs. Elra Johnson (653-6263) 100 Hines St., Durant
GOODMAN.....	Mrs. Rosetta Mabrey (472-2644) General Delivery, Goodman
Beat 3:	
PICKENS.....	Jimmie Denson Rt. 1, B. , Pickens
EBENEZER.....	Curtis Hoover Rt. 4, B. 54--A, Lexington
COXBURG.....	Mrs. Mildred Robinson P.O. Box 311, Lexington
Beat 4:	
THORNTON.....	John Daniel Wesley Rt. 2, B. 191, Tchula
Beat 5:	
TCHULA.....	Rev. R.L. Whitaker (235-2482) P.O. Box 14, Tchula
CRUGER.....	Mrs. Lugertha Wright (1-453-0867) P.O. Box 41, Cruger
* * * * *	* * * * *

On the next pages there are five separate maps of each of the five beats. Each beat map has lines showing the precincts in that beat. Negro churches are also marked on the map. The churches in towns are listed on the side of the page.

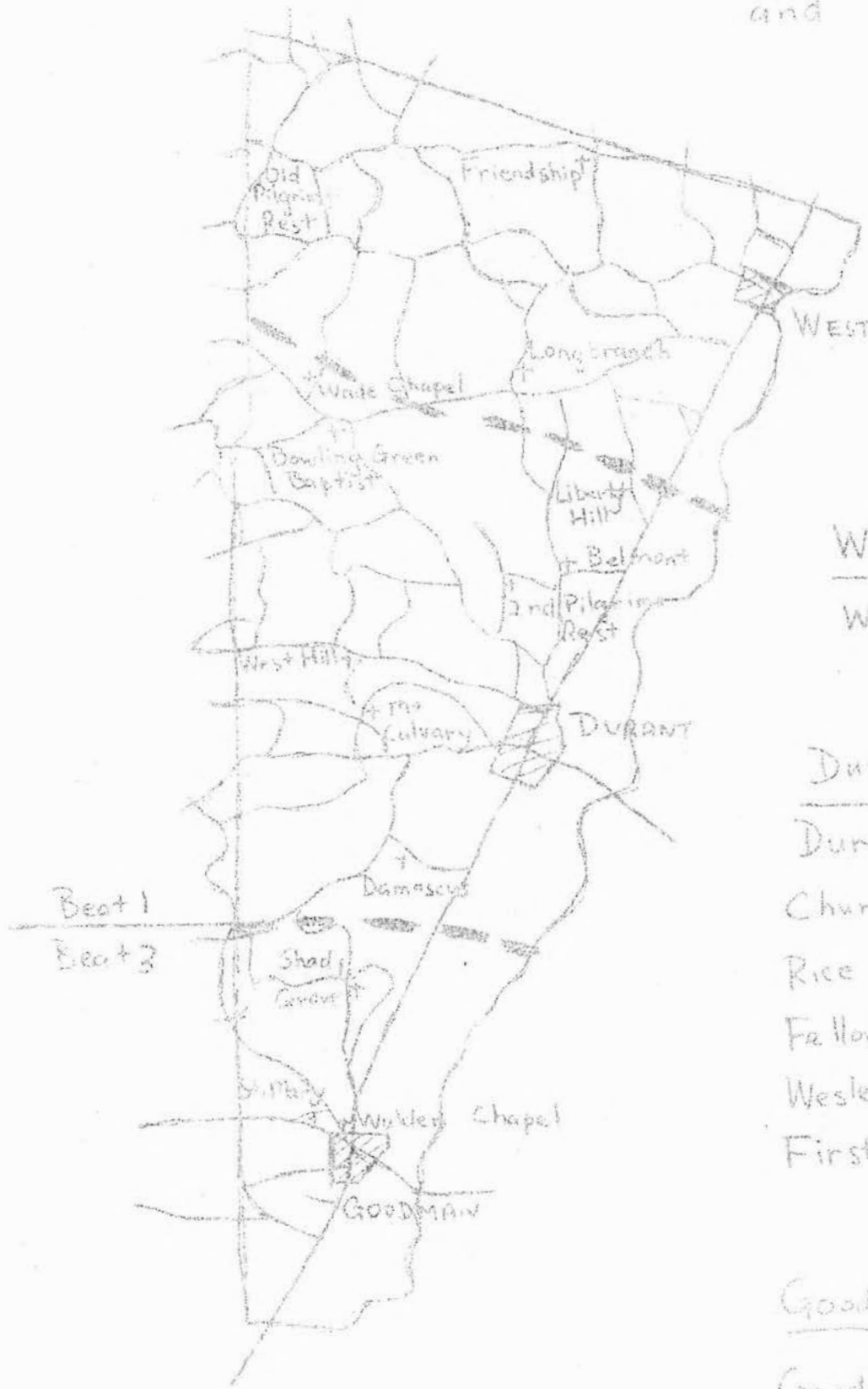
Map of *[illegible]* & churches

- Asia
- 2nd Baptist
- Epworth
- Outside Baptist
- Junon Grove
- Quinn Chapel
- St. John



Beat 2

showing precincts
and churches



West town

West Baptist

Durant town

Durant Baptist
Church of God in Christ

Rice Chapel

Fellowship

Wesley Methodist

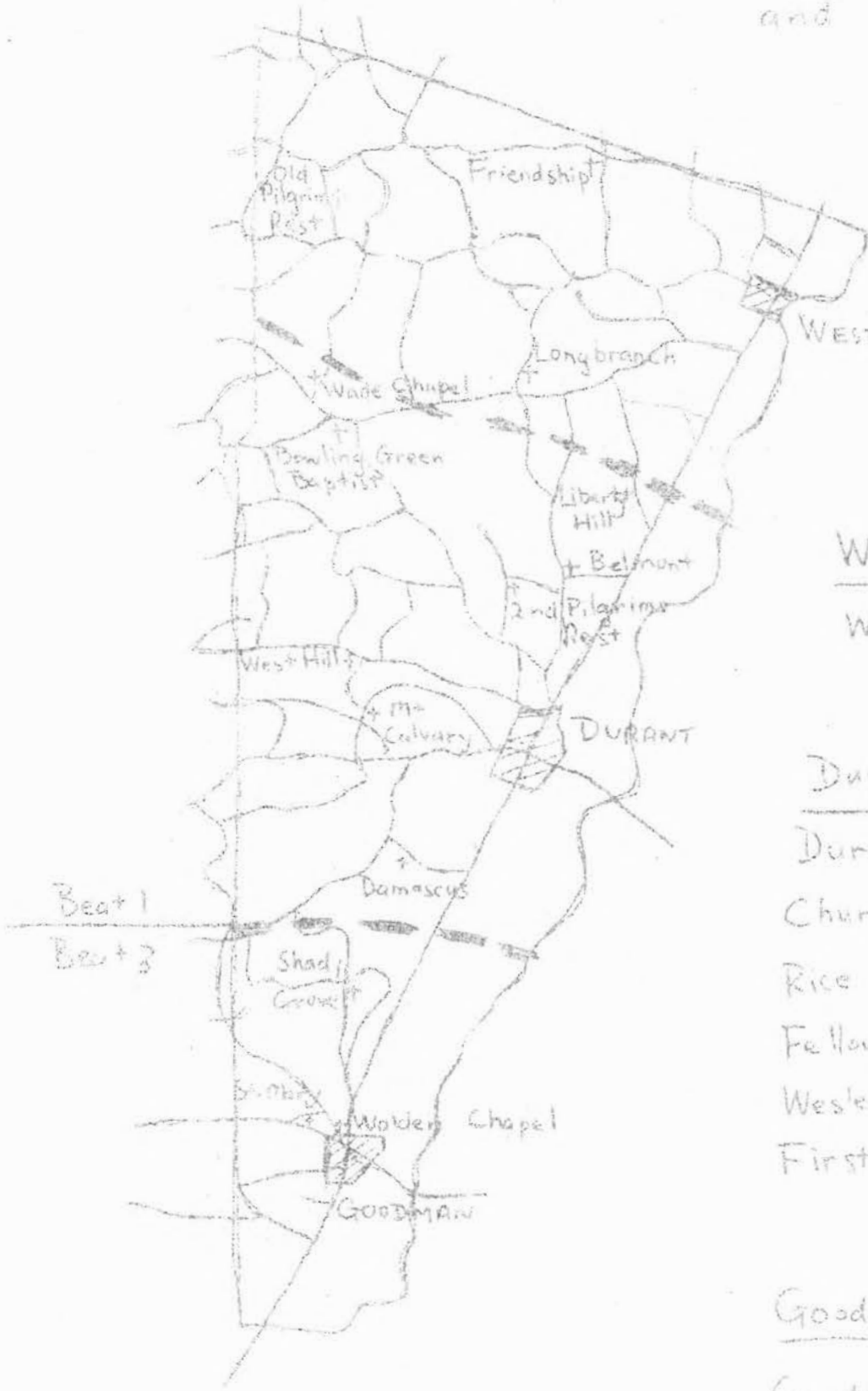
First Born

Goodman town

Goodman Baptist

Beat 2

showing precincts
and churches



West town

West Baptist

Durant town

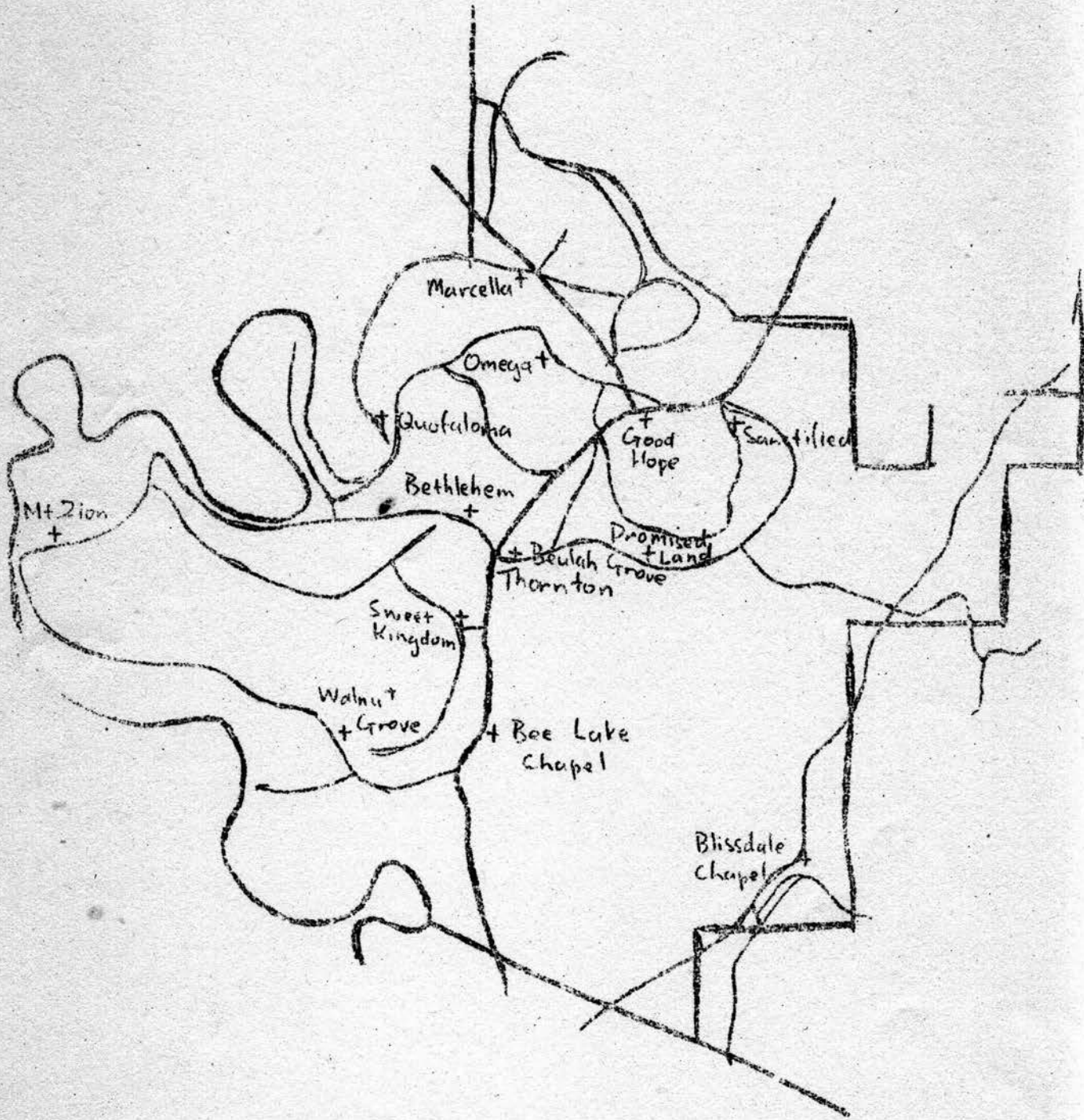
Durant Baptist
Church of God in Chr
Rice Chapel
Fellowship
Wesley Methodist
First Born

Goodman town

Goodman Baptist

Beat 4

showing churches.



MAP of BEH 5

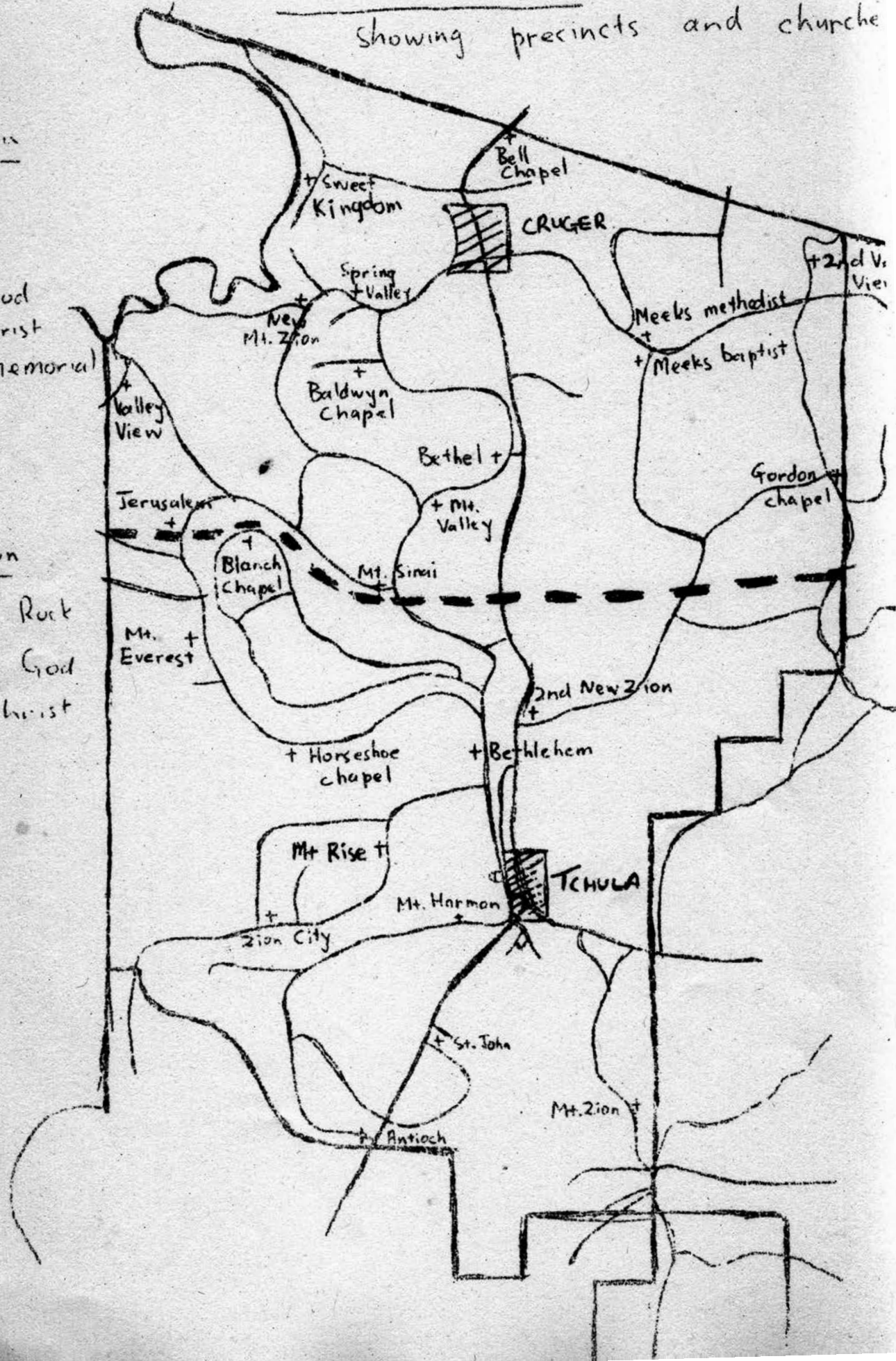
Showing precincts and churches

Tchula town

- Nazareth
- Mt. Calvary
- Church of God in Christ
- Langston Memorial

Cruger town

- St. Peter's Rock
- Church of God in Christ



Valley View

Jerusalem

Blanch Chapel

Mt. Everest

Horseshoe chapel

Mt. Rise

Zion City

St. John

Antioch

Mt. Zion

Sweet Kingdom

Spring Valley

New Mt. Zion

Baldwin Chapel

Bethel

Mt. Valley

Mt. Sinai

Bell Chapel

CRUGER

Meeks Methodist

Meeks Baptist

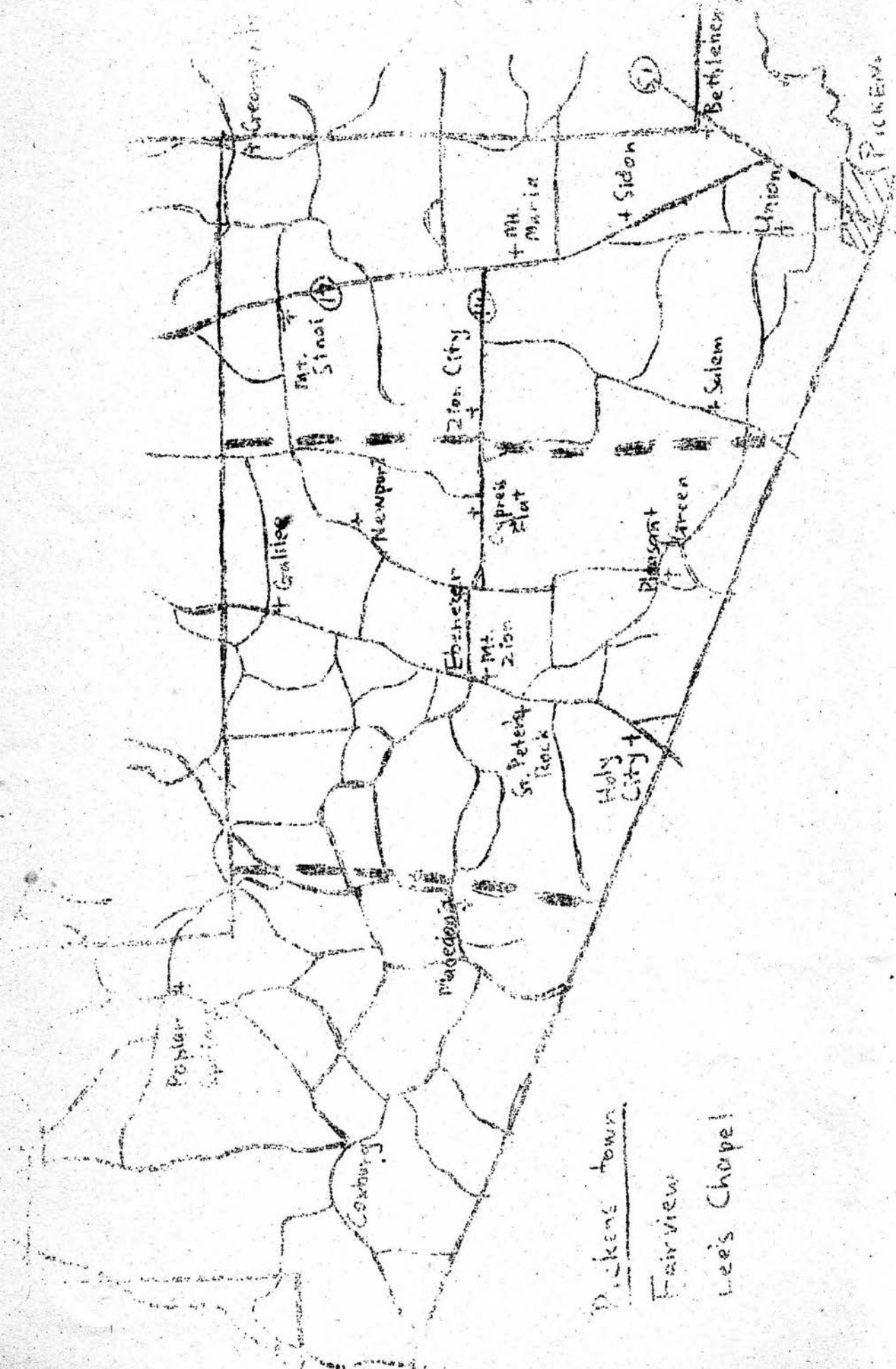
Gordon Chapel

2nd New Zion

Bethlehem

TCHULA

Mt. Harman



Pickens town
 Fairview
 Lee's Chapel

In the picture back on page 4 of the FDP county organization, the BLOCK CAPTAINS are in the bottom box. They are under the Precinct Leaders.

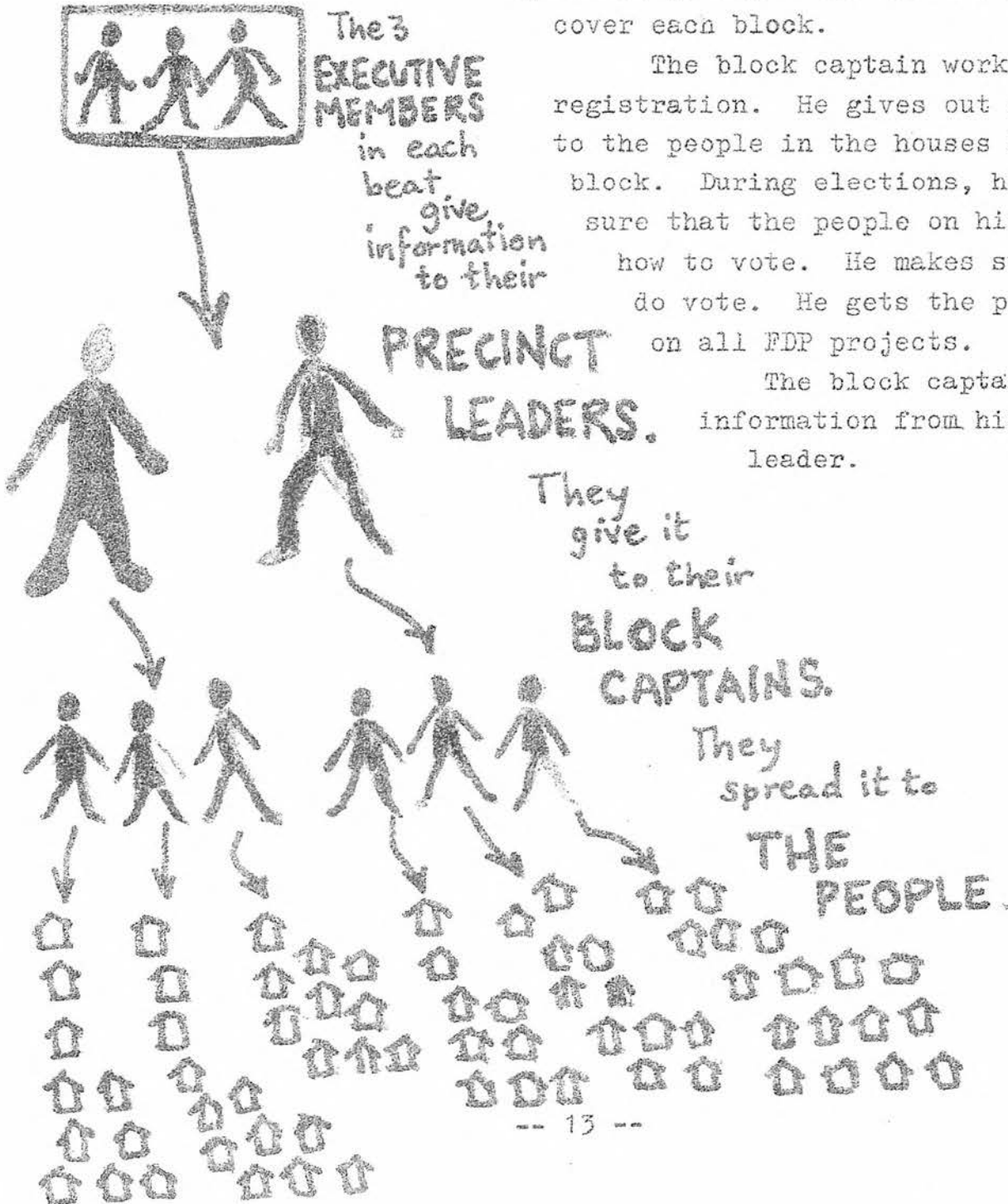
A Block Captain is an FDP worker who is responsible for covering the houses in a block.

PICTURE OF HOW THE INFORMATION SHOULD GET FROM THE EXECUTIVE MEMBERS TO THE PEOPLE.

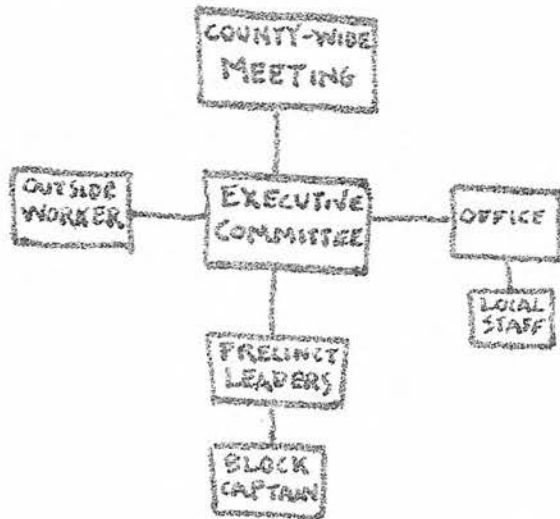
A block is a part of a precinct. Each precinct is divided into blocks of about 10 to 15 houses each. The precinct leader gets one person - the block captain - to cover each block.

The block captain works on voter registration. He gives out information to the people in the houses in his block. During elections, he makes sure that the people on his block know how to vote. He makes sure that they do vote. He gets the people word on all FDP projects.

The block captain gets his information from his precinct leader.



Now here again is the picture we saw on page 4 of the FDP county organization. The picture shows each group of FDP people that do work in our county organization:



- (1) County-wide Meeting
- (2) Executive Committee
- (3) Outside Workers
- (4) Office and Local Staff
- (5) Precinct Leaders
- (6) Block Captains.

PICTURE SHOWING THE FDP COUNTY ORGANIZATION. EACH BOX IS A GROUP OF FDP PEOPLE THAT WORK IN THE ORGANIZATION.

You may have noticed that we never said anything about the

FDP COMMUNITY MEETINGS and the COMMUNITY CHAIRMEN.

One of the weaknesses of our FDP may be that the community meetings and community chairmen do not seem to fit into our county organization.

The community chairmen are FDP people who lead meetings on the community level.

Our Movement started on a community level. Community people got together and held weekly community meetings. After several communities got organized with regular meetings, they started holding county-wide meetings together. Right now there are 16 communities meeting in the county. (See the next page for list of meetings and the chairmen.)

In the beginning these meetings were where the people came to talk on their problems and get information about the Movement. But now, in all but a few communities, the meetings have almost stopped.

The community meetings have died down for several reasons. Three of the reasons seem to be :

- (1) A community does not see any community problem that it can work on.
- (2) Outside workers don't go to the meetings and bring news any more.
- (3) Headstart has become the main interest and the community has turned its meeting into a Headstart meeting.

The only places where the meeting is still actively FDP are communities like Durant-2nd Pilgrims' Rest and Goodman. These communities see community problems and use their FDP to work on them. They work on voter registration, on problems of unfair hiring at the factories, discrimination at eating places and other things.

THE EXECUTIVE MEMBERS MUST THINK ABOUT COMMUNITY MEETINGS.

- - - DOES THE COUNTY FDP NEED COMMUNITY MEETINGS?
- - - WHAT DO WE NEED THEM FOR?
- - - HOW SHOULD THEY FIT INTO OUR COUNTY ORGANIZATION?
- - - WHAT PART SHOULD COMMUNITY CHAIRMEN PLAY ?
- - - WHAT SHOULD THE EXECUTIVE COMMITTEE DO ABOUT THE MEETINGS ?

* * * * *

LIST OF COMMUNITY MEETINGS AND THEIR CHAIRMEN

<u>Beat</u>	<u>Community</u>	<u>Meeting Night</u>	<u>Chairman of the Meeting</u>
1....	Lexington.....	Thursday.....	Mrs. Lela Mae Walden (834-2349) Rt. 5, B. 17-F, Lexington
1....	Lebanon.....	Monday.....	Sim Ellis (834-2464) Rt. 3, B. 25-E, Lexington
1....	Mount Olive....	Tuesday.....	Austin Wiley Rt. 5, B. 157, Lexington
1....	Holly Grove....	Friday.....	Clarence Brewer Rt. 3, B. , Lexington
1....	Sunnymount- Poplar Springs.	Friday.....	Lewis Haslett Rt. 2, B. 77-A, Durant

LIST OF COMMUNITY MEETINGS AND THEIR CHAIRMEN (continued)

<u>Beat</u>	<u>Community</u>	<u>Meeting Night</u>	<u>Chairman of the Meeting</u>
1....	Acona.....	Thursday.....	Jonathan Russell Rt. 3, B. , Lexington
2...	Old Pilgrims' Rest	..Friday.....	Mrs. Zebedee Larry Rt. 2, B. 52, Durant
2....	Long Branch....	Tuesday.....	A.W. Green Rt. 1, B. 88-B, West
2....	Durant - 2nd Pilgrims' Rest	Wednesday.....	Walter Bruce Jr. (653-9168) 202 S. Depot St., Durant
2....	Goodman.....	Saturday.....	Robert Cooper Howard (472-2697) Rt. 1, B. 28, Goodman
3....	Ebenezer.....	Wednesday.....	Emmitt Rule (834-1486) Rt. 4, B. 178, Lexington
3....	Pickens.....	Thursday.....	
4....	Mileston.....	Wednesday.....	Norman Clark Rt. 2, B. 190, Tchula
5....	Tchula.....	Tuesday.....	Mrs. Maretta Ross (235-3961) P.O. Box 335, Tchula
5....	Cruger.....		Mrs. Lugertha Wright (1-453-0867) P.O. Box 41, Cruger
1,3, 4,5	Howard.....	Friday.....	Mrs. Edith Quinn (235-5050) Rt. 1, B. 140, Lexington
	* * * * *		

In the past 13 pages we have been talking about the Responsibilities of the Executive Members on a County Level. We said that the responsibilities are ---

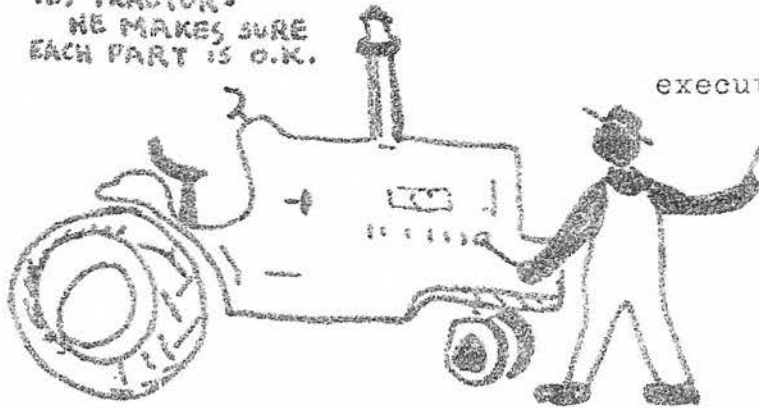
- (1) Understanding the FDP Organization
- (2) Making sure the organization runs
- (3) Making sure the organization fulfills its purposes

We have just covered Responsibility (1) - Understanding the FDP Organization.

Now we will study on the second one - Making sure the organization runs.

RESPONSIBILITY (2) - MAKING SURE THE ORGANIZATION RUNS

A FARMER
KEEPS WATCH ON
HIS TRACTOR.
HE MAKES SURE
EACH PART IS O.K.



Like the farmer, the FDP

executive committee must ----

- keep watch on the organization
- make sure every group is working
- make sure every group is doing its right job

In the past the outside worker has done these jobs. The worker knew the whole county. He was the only one who knew who was doing what all over the county.

This handbook is probably the first time that the executive members have the names and facts about the people working all over the county. This is a start toward getting the executive members to do this part of their job.

For the next five months, the outside workers will be having Leadership Workshops. They will continue carrying out the job of making sure all parts of the organization work. BUT, at the same time, they will be working on getting the executive committee to do this job.

A FARMER REPAIRS HIS TRACTOR
WHEN SOME PART GETS OUT OF FIX.
BUT ALSO - HE ALWAYS HAS
GREASE AND OIL ON HAND - JUST
FOR NORMAL UPKEEP.

HE KNOWS THAT,

EVERY TRACTOR
NEEDS
GREASE AND OIL
AND

EVERY ORGANIZATION
NEEDS

MONEY

We all know this.

Here are some of the things
we spend MONEY on:

- 1) Normal office costs - rent, gas, lights, stamps, paper...
- 2) Staff Salaries -
- 3) Transportation - gas, insurance, repairs on truck.....
- 4) Project costs - paper printing ballots, notices, radio ads

The executive committee is responsible for deciding how money is spent. It is ALSO responsible for making sure money is raised.

Right now, the only regular money comes in from

- (1) the \$ 5.00 monthly office dues paid by the COMMUNITY MEETINGS, and
- (2) the monthly collection taken at the COUNTY-WIDE MEETING.

One of the big WEAKNESSES of our organization is

THERE IS NO GROUP DOING THE WORK OF RAISING MONEY REGULARLY

As we said before, an executive has a lot of responsibilities. But, his main job is making sure others get the the work done.

The executive committee is responsible for raising money. It needs to figure out a way to get this job done. Then it must see to them doing the work. The committee needs to ask --

- WHAT GROUPS IN OUR ORGANIZATION SHOULD DO THE WORK OF RAISING MONEY ? ?
- HOW CAN WE RAISE MONEY REGULARLY ? ?

A FARMER
(1) MAKES SURE EACH TRACTOR PART IS O.K.
(2) KEEPS UP TRACTOR WITH GREASE AND OIL.

These are the two parts to the RESPONSIBILITY OF MAKING SURE THE ORGANIZATION RUNS.

EXECUTIVE COMMITTEE
(1) MAKES SURE EACH GROUP DOES JOB RIGHT.
(2) MAKES SURE ORGANIZATION HAS FINANCE

Now we will look at the third responsibility - making sure the organization fulfills its purposes.

RESPONSIBILITY (3) - MAKING SURE THE ORGANIZATION FULFILLS
ITS PURPOSES

In order to carry out this responsibility, the executive members must -

- (a) Know the purposes of the organization
- (b) Know how to do work toward these purposes
- (c) Make sure the people understand the purposes.

Now we will take these one at a time, starting first with

(a) Knowing the purposes

The farmer must have known what he wanted to use the tractor for (its purposes). Otherwise, he never would have bought it in the first place.

So, too, with us. Most executives know what they want the FDP for (its purposes). Otherwise, they wouldn't spend so much time working for it.

STILL, THE PURPOSES MUST BE MADE CLEAR. EXECUTIVE MEMBERS SHOULD KEEP THE PURPOSES ALWAYS IN MIND.

Like the tractor, our FDP can be used for lots of different things. The farmer would be silly to work a $\frac{1}{2}$ -acre of front lawn with his tractor when $7\frac{1}{2}$ -acres of his cotton are being overrun by grass. Though the tractor can be used for seeding lawns and working gardens, its main purpose is the farmer's cash crop.

We can use our FDP to get better treatment at stores, better schooling, fairer welfare, more Headstarts, and political offices. WHAT ARE OUR CASH CROPS ? ?

- - WHY DO WE HAVE A POLITICAL PARTY ? ?
- - DO WE WANT TO WIN ELECTIONS ? ?
- - DO WE WANT TO RUN CANDIDATES ? ?

(b) Knowing how to work toward these purposes

To do work on any issue, project or problem, the executive members act both as individuals and together in a meeting as a body.

There are five main steps to doing any kind of work:

- (1) Getting information
- (2) Making plans
- (3) Deciding what to do and how
- (4) Giving out information
- (5) Co-ordinating the work

The first, fourth and fifth of these - the ones on information and co-ordination - are mainly done by each executive member, as an individual.

The second and third - making plans and deciding what to do and how - are mainly done by the executives together as a body in session.

We said earlier that for the executive committee to work well as a body, each individual member should at least understand this handbook. But - the body itself can also be made stronger. Later in this section there is help for the body - suggestions on how to carry out a good business meeting.

First we will talk about the five steps, one at a time:

- (1) Getting information - Each executive member must keep informed on FDP issues in the county and state.

The farmer gets information on all sorts of things - from the price of his kids' shoes to war in Viet-Nam. As a tractor owner he is most interested in information on using his tractor on his cash crop.

As FDP executives, each member is most interested in getting information on FDP issues - civil rights and elections.

- First, we will look at some information that FDP executives need if they are SERIOUS ABOUT WINNING ELECTIONS.
- Then, we will look at how and where to get more information.

FACTS NEEDED IF
WE ARE SERIOUS
ABOUT ELECTIONS

Population
People Over 21
Registered Voters
Unregistered Negroes
Results of the 1966 Primary

Population - Population is all the people in the county - men, women, and children. These numbers are taken from the 1960 census. Over 6,000 people left Holmes County between 1950 and 1960. Because so many people leave, these

 ' 1960 POPULATION OF HOLMES COUNTY ' 1960 figures show more
 ' Total Number of People - 27,100 ' people than there really
 ' Negroes - 19,500 or 72% ' are here now in 1966. This
 ' Whites - 7,600 or 28% ' is especially true for
 ' Total - 27,100 ' Negroes. A higher percent
 ' TABLE SHOWING TOTAL POPULATION - NEGRO ' of Negroes leave than white.
 ' AND WHITE. ' From the numbers
 ' here, we can learn that for

 every one white person in Holmes County, there are three Negroes !

The table below shows these 27,100 people as they are in each beat in the county. Read the table by looking across the page. For example, in Beat 1 there are 6,333 Negroes and 2,236 whites. This is a total of 8,580 people in Beat 1. Negroes are 74 percent (%) of the total number of people in Beat 1.

	NEGRO	WHITE	TOTAL	% NEGRO
Beat 1	6,333	2,236	8,580	74 %
Beat 2	3,952	2,954	6,906	57 %
Beat 3	2,773	1,165	3,938	70 %
Beat 4	2,150	197	2,347	91 %
Beat 5	4,280	1,043	5,325	80 %
XX				
XX				
LEXINGTON TOWN	1,473	1,359	2,832	52 %
DURANT TOWN	1,280	1,337	2,617	49 %

Here we can see that in every beat there are more Negroes than whites.

Except for Beat 2, there are at least two Negroes for every one white in each beat

In Beat 4 for every one white, there are 9 Negroes!

TABLE SHOWING HOLMES COUNTY POPULATION, NEGRO AND WHITE, BY BEAT. Also shows Lexington and Durant towns.

People Over 21 - These are the people who are eligible to register to vote. These numbers show us what we can hope for if we got all Negroes to register. Again, these numbers are taken from the 1960 figures.

TOTAL PEOPLE OVER 21 YEARS OLD IN HOLMES COUNTY (1960)	
Total Number	- 13,530
Negroes	- 8,760 or 65%
Whites	- 4,770 or 35%
Total	- 13,530

We see that, though Negroes are 72% of the total population, they are only 65% of the people eligible to register.

This is because Negroes have more children than white people. Also,

TABLE SHOWING TOTAL NUMBER OF PEOPLE OVER 21 YEARS OLD, NEGRO AND WHITE.
more Negroes over 21 leave the county.

Below, you can see these 13,530 people in the beats where they live. Again, read the table by looking across the page.

From this

	NEGRO	WHITE	TOTAL	% NEGRO
Beat 1	2,850	1,400	4,250	67 %
Beat 2	1,780	1,860	3,640	49 %
Beat 3	1,250	730	1,980	63 %
Beat 4	970	125	1,095	88 %
Beat 5	1,920	630	2,550	75 %
XX				
XX				
LEXINGTON TOWN	760	920	1,680	45 %
DURANT TOWN	700	1,070	1,770	40 %

we see in Beat 2 there are a few more whites than Negroes. But Beat 4 still has a lot more Negroes than whites.

But, we also see that in all beats the percentages of people over 21 are lower than they were for population.

TABLE SHOWING HOLMES COUNTY PEOPLE OVER 21 YEARS OLD (ELIGIBLE TO REGISTER) BY BEAT. Also shows Durant and Lexington towns.

People Registered -- These are the people over 21 who are actually registered and can VOTE. The figures on the last page of those over 21 (eligible to register) showed us the goal of a registration drive.

 HOLMES COUNTY REGISTERED VOTERS - 1966
 Total Registered - 9,900
 Negroes - 4,260 or 43% of total
 Whites - 5,640 or 57% of total

These show us what we have to work with NOW in an election.

Most of the numbers here are rough estimates. They are not exact.

TABLE SHOWING TOTAL REGISTERED VOTERS, NEGRO AND WHITE, IN HOLMES COUNTY.

These numbers are the result of the work done

copying McClellan's books (as of January 1966) and the federal man's lists (as of mid-July 1966).

These numbers are over-high for the whites. We know from Justice Department information that more whites are registered than are even eligible to register. Still, these are probably too high. We counted the very highest possible number for the whites.

We did just the opposite for the numbers on Negroes. They are probably too low. We counted only what we were absolutely certain on. But, even though these are not exact numbers, we can learn from them.

On the last page we saw that if all the people over 21 were registered, then 65% of the voters would be Negroes. The numbers above show that right now Negroes are only 43% of the registered voters.

	NEGRO	WHITE	TOTAL	% NEGRO
Beat 1	1,670	2,125	3,795	45 %
Beat 2	1,160	1,640	2,800	41 %
Beat 3	570	880	1,450	39 %
Beat 4	230	160	390	59 %
Beat 5	630	835	1,465	43 %

There are still a lot of Negroes eligible but not registered. This tables shows the registered voters by beat.

Again read across the page. For example, there are 1,670

TABLE SHOWING HOLMES COUNTY REGISTERED VOTERS BY BEAT, NEGRO AND WHITE.

Negroes registered in Beat 1 and 2,125 whites. This is a total of 3,795 registered voters in Beat 1. Negroes are 45 % (per cent) of the voters in Beat 1.

Unregistered Negroes - These are Negroes who are eligible to register (they are over 21 years old), but they are still not registered to vote.

The table below shows Negroes only. It shows the number of Negroes in each beat who are eligible to register (Negroes over 21). Then it gives the number of Negroes in each beat that are registered to vote. Then it gives the number of Negroes in each beat who are not registered. The table also shows the percent (%) of Negroes who are registered and the percent of Negroes who are not registered, in each beat. Again, these figures are rough.

From this we can see how much registration is needed in each beat.

	Negroes Over 21	Negroes Registered	Negroes Not Registered	% of Eligible that ARE Registered	% of Eligible that are NOT Registered
Beat 1	2,850	1,670	1,180	59 %	41 %
Beat 2	1,780	1,160	620	65 %	35 %
Beat 3	1,250	570	680	46 %	54 %
Beat 4	970	230	740	25 %	75 %
Beat 5	1,920	630	1,290	33 %	67 %

TABLE SHOWING NEGROES IN HOLMES COUNTY WHO ARE ELIGIBLE TO REGISTER. ALSO SHOWS THE NUMBER AND PERCENT OF THEM WHO ARE REGISTERED AND WHO STILL ARE NOT REGISTERED.

Read this table by looking across the page. For example, in Beat 4 there are 970 Negroes who are over 21 years old (eligible to register). 230 of them are registered and 740 of them still are not registered. This means that in Beat 4, 25% of the eligible Negroes are registered, and 75% of the eligible Negroes are still NOT registered.

Results of the 1966 Primary - This past June 7 we got some good experience in election. We had enough registered Negroes to make getting all of them to the polls a real job. Here are the results

Beat	Precinct	votes for Whitley	votes for Eastland & Mosby
1	Lexington	795	825
2	West	107	142
2	Durant	310	496
2	Goodman	123	158
3	Pickens	97	207
3	Ebenezer	125	131
3	Coxburg	21	133
4	Thornton	97	75
5	Tchula	194	247
5	Cruger	22	103
Total for all precinct		1,891	2,517

TABLE SHOWING RESULTS OF JUNE 7 PRIMARY RACE FOR SENATE, BY PRECINCT IN HOLMES COUNTY.

in the Senate race, given by precinct.

Notice that we have put together all votes given to the two white candidates (Eastland and Mosby). If the votes for the whites are not combined, then we see that the whites split their votes. We find that Whitley won in a few precincts because of the split. By putting the white votes together we can learn how an election between just two - a white and a Negro - might be.

It is probably true that most white voters voted for the white candidates. Also, most votes going to Whitley were cast by Negro voters. BUT, MANY NEGROES VOTED FOR THE WHITE CANDIDATES.

AS MANY AS 25 % of the NEGROES

VOTING VOTED FOR THE WHITES. That means that for every three Negroes that voted for Whitley, there was one Negro voting for the whites.

Looking at these facts on the beat level, we made the table below. It shows how many Negroes voted. First it shows the votes

Beat	votes for Whitley	est. # Negroes voting	# of Regist. Negroes	% of Reg. Negroes voting	that Whitley got (most from Negro voters. Then using the rough estimate of 25% voting wrong, we estimate total number of Negroes voting (est. # of Negroes voting). It shows the number (#) of registered Negroes. The last number is the percent (%) of registered Negroes that
Beat 1	795	1,060	1,670	63 %	actually did vote.
Beat 2	540	720	1,160	62 %	
Beat 3	243	320	570	56 %	
Beat 4	97	130	230	57 %	
Beat 5	216	290	630	48 %	

TABLE SHOWING THE NEGRO VOTE IN HOLMES CO. IN THE 1966 PRIMARY RACE FOR SENATE.

b) How and where to get information -

Between meetings the executive members should keep up-to-date with what's happening in their beat. They talk with their precinct leaders. They find out if people have brought any problems to the block captains. They find out how work is going on in their beat.



Executive members keep up with what is going on in the county by checking in with the FDP Office in Lexington. Many people bring problems to the office. If lots are having the same problems, it can become an issue. The executive committee may decide that FDP should start a project around that issue.

Some of the biggest news on county issues comes out in the newspapers. The Lexington Advertiser often prints Movement news. Legal notices on elections and other official county business is first published in the Holmes County Herald. News about the state is often printed in the Memphis Commercial-Appeal and the Jackson daily papers.



The list below gives names of Holmes County officials that should give information on county problems.

HOLMES COUNTY OFFICIALS and OFFICES

Sheriff's Office (834-1828)
County Courthouse (834-1511)
Lexington
Andrew P. Smith, Sheriff
(home phone - 967-2422)

Circuit Clerk's Office (834-2476)
County Courthouse, Lexington
Henry McClellan, Registrar

Federal Voting Registrar (834-2518)
Basement, Lexington Post Office

Board of Education (834-1271)
Wall St., Lexington
R.L. Thompson, Superintendent

County Prosecuting Attorney
100 Oak St., Lexington
Pat Barrett, Attorney
834-2376

Holmes County Jail (834-2902)
113 W. China St., Lexington
Gordon Ellington, Jailer

Chancery Clerk's Office
County Courthouse, Lexington
Elaine Ellington, Clerk
834-2508

Holmes Co. Community Hospital
106 Westwood, Lexington
834-1321

Holmes County Officials and Offices (continued)

Holmes Co. Health Dept.
115 China St., Lexington
Dr. Miller (834-2974)

Welfare Department (834-1221)
Highway 12 East, Lexington
Jean McClellan, Director

Miss. State Employment Service
108 Spring St., Lexington
Thompson, Director (834-2426)

A.S.C.S. Office (834-2491)
104 Tchula St., Lexington
McWilliams, Office Manager

F.H.A. Office (834-1658)
107 China St., Lexington
Dillon, County Director

County Extension Agent (834-2795)
Basement, Post Office, Lexington
T.R. Sullivan, County Agent

County Election Commissioners

William Moses ()
Mrs. J.T. Garland ()
Mrs. Hattie Maude Farmer ()

Town Officials

Lexington Mayor Kenna (834-1340)
Lexington Police Chief Musselwhite
834-1261
Lexington Jail (834-2902)
Durant Mayor Blanton (653-6105)
Durant Police (653-3221)

Members of Board of Supervisors
L.C. Johnson (Beat 1) (834-2318)
Bowling Green Rd., Lexington
Ray Campbell (Beat 2) (653-3467)
807 N. Jackson, Durant
Leslie Smith (Beat 3) (834-2151)
Harland's Creek, Lexington
Estel Scott (Beat 4) (235-5094)
Rt. 2, Tchula
Charles H. Smith (Beat 5) (235-3071)
Tchula

Justices of the Peace

McCrae (Beat 1) (834-1261)
S.L. White (Beat 1) (834-2574)
Mrs. J.L. Bouchillon (Beat 2)
(653-3555)
Fred Taylor (Beat 2) 653-6454
Reuben Netherland (Beat 3) (834-1301)
E.W. Ellison (Beat 3) (468-2312)
Bridgers (Beat 4) (235-4601)
E.R. Buchanan (Beat 5) ()

News Sources

Lexington Advertiser (834-1421)
Hazel Smith, editor
Holmes County Herald (834-1151)
Paul Tardy, editor
Radio Station WXTN (834-1666)

The State FDP is our first source of information. Mr. Hayes is on the State FDP Executive Committee. Here is a list of the present members of the State FDP Executive Committee.

Mr. Robert Miles
Rt. 2, Box 20
Batesville, Miss. 563-3058

Mr. Lawrence Guyot
507 1/2 North Farish Street
Jackson, Miss. 352-9128

Mrs. Annie Devine (859-9944)
832 Lutz Street, Canton, Miss.

Mr. Sam Carr
P.O. Box 484, Aberdeen, Miss.

Rev. Ed King (362-5516)
Tougaloo College, Tougaloo, Miss.

Rev. Clint Collier, Rt 7, Phila-
delphia, Miss.

Mrs. Peggy Jean Connor
921 Mobile Street
Hattiesburg, Miss.

Mrs. Victoria Gray - FDP
802 G Street S.E., Washington, D.C.

Mrs. Katherine Crowell
513 25th Avenue, Meridian, Miss.

Mrs. Unita Blackwell
General Delivery, Mayersville, Miss.

Mr. Charles McLaurin
Box 275, Ruleville, Miss.

Rev. Clifton Whitley
Rust College, Holly Springs, Miss.

Our State F.D.P. has an office in Jackson. The Jackson office pays for a special long distance phone line. It is cheap for them to call you. If you want the Jackson office to

State Office
M.F.D.P.
507½ North Farish Street
Jackson, Mississippi
(352-9128 or 352-9312)
Mrs. Hazel Palmer, office manager
Miss Jesse Magee, secretary

- call you - -
- (1) Tell the operator you want to make a COLLECT, PERSON-TO-PERSON call to Jesse Magee.
 - (2) When the operator calls, Jesse will not be in.
 - (3) Tell the operator you want to leave your name and number so Jesse can call you when she gets in.
 - (4) Hang up and wait for a call from the office.

We also have an FDP office in Washington, D.C. Both the Jackson and Washington offices are to serve us. If our own Holmes County FDP Office cannot

Washington Office
M.F.D.P.
802 "G" Street, S.E.
Washington, D.C.
(202/546-4450)
Miss Marian Davidson, office manager

help, then use the Jackson and Washington offices. Ask them for help and information on all problems.

Here below we list more sources for MOVEMENT information:

Movement Lawyers - to be called in case of arrests, emergencies....

L.C.D.C. (Lawyers' Constitutional Defense Committee) - chief lawyers for F.D.P. political problems, elections -- 603 NORTH FARISH STREET JACKSON (948-4191 or at night-352-0144) Al Bronstein, chief lawyer.

INC. FUND (NAACP Legal Defense and Education Fund, Inc. -This is separate from the NAACP itself.) - our chief lawyers for school integration, welfare - - 538½ NORTH FARISH STREET, JACKSON(948-7301) Marian Wright and Henry Aronson, chief lawyers

PRESIDENT'S COMMITTEE (Lawyers' Committee for Civil Rights Under Law) has handled community center problems, hospital suit, employment - 233 NORTH FARISH STREET, JACKSON (948-5400) Dennison Ray, chief lawyer

General Information

Freedom Information Service
Box 120, Tougaloo (353-5575)
Jan Hillegas, office manager

Delta Ministry of the National
Council of Churches
Mt. Beulah Christian Center
Edwards (852-2622)
Rev. Warren McKenna, director

ASCS Elections and Farm Programs

National Sharecroppers' Fund
2243 Whitfield Mills Road
Jackson (352-7940)
James Mays, field worker

Freedom Information Service
Box 120, Tougaloo (353-5575)
Roberta Galler, workshop organizer

Mrs. Unita Blackwell, FDP committee
General Delivery on Agriculture
Mayersville, Miss.

more sources for MOVEMENT INFORMATION (continued)

Anti-Poverty Programs

Ted Seaver (353-5575)
1131 Corinth Street
Jackson

Owen Brooks (843-5835)
Box 581, Cleveland

Citizens' Crusade Against Poverty
2027 Massachusetts Ave, N.W.
Washington, D.C.

Coops

Jesse Morris, Doris Derby
Poor People's Corporation
900 North Farish Street
Jackson, Mississippi (352-9791)

Mr. James Mays
National Sharecroppers Fund
2243 Whitfield Mill Road
Jackson, Mississippi (352-7940)

Welfare

Mrs. Annie Devine (859-9944)
832 Lutz Street, Canton

Inc. Fund (948-7301)
538½ North Farish, Jackson
Henry Aronson

Ted Seaver (353-5575)
1131 Corinth St., Jackson

Poverty-Rights Action Center
1713 R Street, N.W.
Washington, D.C.

Health

Medical Committee for Human Rights
507½ N. Farish St., Jackson
Dr. Poussiant (355-6466)

Employment problems

Mike Bruland
c/o Marian Wright
538½ North Farish Street
Jackson, Mississippi (948-7301)

For information about programs and complaints about discrimination,
here are some GOVERNMENT OFFICES- state and Federal

Harassment

F.B.I. (Greenwood) (453-1043)
Aben Building, Greenwood

F.B.I. (Jackson) (948-5000)
First Federal Building, Jackson

Civil Rights Division (352-5827)
Department of Justice
Milner Building, Jackson

Civil Rights Division
Department of Justice
Washington, D.C.

Voter Registration and Elections

Federal Voting Registrar
Lexington Post Office - Basement
Lexington, Miss. (834-2518)

Mr. Phillips (948-7821)
Civil Service Commission
Federal Building
Jackson, Mississippi

' If you write complaints to any of
' these offices, try to send copies
' to FDP office in Jackson - also to
' John Spence
' U.S. Commission on Civil Rights
' 167 Main Street - Federal Building
' Room 30
' Memphis, Tennessee

Education

Miss. State Department of Education
State Office Building
Jackson, Mississippi (355-9361)

Commissioner Howe
Office of Education
Department of Health, Education, and
Welfare
Washington, D.C.

Small Business Loans

Small Business Administration
811 Vermont Avenue, N.W.
Washington, D.C.

GOVERNMENT OFFICES continued

Health and Welfare

State Board of Health (366-1951)
Board of Health Building
Jackson, Mississippi

Miss. Department of Public
Welfare
State Office Building
Jackson, Miss. (355-9361)

U.S. Department of Health,
Education and Welfare
Regional Office
Peachtree-7th Building
Atlanta, Georgia 30323

A.S.C.S. - F.H.A.

Mr. Sullivan (948-7821)
Mississippi Office, A.S.C.S.
4th floor, Milner Building
Jackson, Miss.

State Office, F.H.A. (948-7821)
Milner Building
Jackson, Miss.

William Seabron, Assistant to the
Secretary of Agriculture
U.S. Department of Agriculture
14th and Independence Ave., S.W.
Washington, D.C.

Commodity Distribution, School
Lunch and Milk Program, Food
Stamp Program

Secretary of Agriculture Freeman
Department of Agriculture
Washington, D.C.

Poverty Programs, including CAP

Miss. Office of Economic Opportunity
First National Bank Building
Jackson, Miss. (948-2191)

William Zierden
Regional Office
Office of Economic Opportunity
101 Marietta Street, N.W.
Atlanta, Georgia

Robert Martin or William Seward
O.E.O. Office of Inspection
1200 19th Street, N.W.
Washington, D.C. 20506

State Employment Services, Training
Programs, Unemployment, Job
Discrimination Problems

H.O. Simmons (352-7631)
Miss. Employment Security Commission
1520 West Capitol Street
Jackson, Miss.

Robert Goodwin
Bureau of Employment Security
U.S. Department of Labor
14th and Constitution Ave., N.W.
Washington, D.C. 20210

Public Housing

Robert Weaver, Administrator
Housing and Home Finance Agency
1626 K Street, N.W.
Washington, D.C.

Economic Development Administration
(Area Redevelopment)

Secretary John Connor
Department of Commerce
Washington, D.C.

Way back on page 20 we started this section on Knowing how to work toward the Purposes. We said that there were five main steps needed to work on a projects -

- (1) Getting information
- (2) Making plans
- (3) Deciding what to do and how
- (4) Giving out information
- (5) Co-ordinating the work

In the last 10 pages we talked on the first one - getting information. Now we'll go on to the second -

(2) Making plans - FDP plans are usually made by the executive members meeting together as a body.

Each member should know about issues that are coming up. Together the body should plan projects. The committee should make a calendar of events, like the one below.

Then their plans for FDP projects around these dates should be filled in. For example, on the calendar an official election date is shown. The executive committee plans a project, like a voter registration drive or political education. It fills it onto the calendar.

With events written down in advance and plans made and talked about, everyone can see their job clearer.

CALENDAR OF EVENTS (not complete)

SEPTEMBER 1966	OCTOBER 1966	NOVEMBER 1966
8 - CHOICE PERIOD FOR TO 15 GRADES 1, 8, 9, 10, 11.	10 - 18 MAILING MADE BY ASC OFFICE ABOUT THE ASC ELECTIONS.	4 - ASC BALLOTS MAILED TO FARMERS
24 - LAST DAY TO REGISTER WITH FEDERAL MAN SO AS TO VOTE ON NOV. 8	20 - LAST DAY TO TURN IN NOMINATING PETITIONS FOR ASC CANDIDATES.	4 - LAST DAY TO REG. AT COURTHOUSE SO AS TO VOTE MARCH 4.
27 - SPECIAL BEAT 5 ELECTION - FOR J.P.		8 - ELECTION DAY VOTE FOR - - U.S. SENATOR - 4TH DISTRICT CONGRESSMAN - MERGING COUNTIES - BEAT 5 BOARD OF EDUCATION
29 - LAST DAY TO FILE PETITION FOR CANDI- DATE FOR BEAT 5 MEMBER OF BOARD OF EDUCATION -		14 - DEADLINE FOR ASC BALLOTS TO BE MARKED AND TURNED IN.

CALENDAR OF EVENTS (CONTINUED)

<p style="text-align: center;">DECEMBER 1966</p>	<p style="text-align: center;">JANUARY 1967</p> <p style="text-align: center;">15 - LAST DAY TO REGISTER WITH FEDERAL MAN SO AS TO VOTE MARCH 7.</p>	<p style="text-align: center;">FEBRUARY 1967</p>
<p style="text-align: center;">MARCH 1967</p> <p style="text-align: center;">4 - ELECTION OF SOME SCHOOL TRUSTEES</p>	<p style="text-align: center;">APRIL 1967</p>	<p style="text-align: center;">MAY 1967</p>
<p style="text-align: center;">JUNE 1967</p> <p>9 - LAST DAY TO QUALIFY AS CANDIDATE FOR AUGUST 8 PRIMARIES.</p> <p>9 - LAST DAY FOR FILING INDEPENDENT'S PETITION TO RUN IN NOV. 7 ELECTION</p> <p>24 - LAST DAY TO REGISTER WITH FEDERAL MAN SO AS TO VOTE AUGUST 8</p>	<p style="text-align: center;">JULY 1967</p> <p>7 - LAST DAY TO REGISTER AT COURTHOUSE SO AS TO VOTE ON NOV. 7</p> <p>8 - LAST DAY TO REGISTER AT COURTHOUSE SO AS TO VOTE AUGUST 8.</p>	<p style="text-align: center;">AUGUST 1967</p> <p>8 - DEMOCRAT AND REPUBLICAN PRIMARY ELECTIONS - TO CHOOSE CANDIDATES FOR NOV. 7. (29 - 2ND PRIMARY IF NEEDED.)</p>
<p style="text-align: center;">SEPTEMBER 1967</p> <p>23 - LAST DAY TO REGISTER WITH FEDERAL MAN SO AS TO VOTE ON NOV. 7.</p>	<p style="text-align: center;">OCTOBER 1967</p>	<p style="text-align: center;">NOVEMBER 1967</p> <p>7 - GENERAL ELECTION - VOTING FOR ALL STATE OFFICIALS - MANY COUNTY OFFICIALS GOVERNOR SHERIFF SUPERVISORS etc.</p>

(3) Deciding what to do and how - FDP decision-making is usually done by the members meeting together as a body.

- By making plans and laying out the FDP Calendar, the executive committee makes general decisions. For example, the committee plans a voter registration drive for before and election date. By doing this, they have made a general decision to work on registration.

Now they must make particular decisions about what and how. Should they do registration work by door-to-door canvassing? How? Using block captains? Or, should they call a Freedom Day? How? Have a picnic with speakers? Make radio announcements? Canvass? Or, should they use the churches? How? Get the pastors to talk on registration? How? Have special FDP speakers to visit each church? These are all decisions that the executive committee must make. They must talk together in their meeting and decide.

- Some issues come up which are not planned for on the calendar. As they come up, the executive committee must decide what to do and how to do it. For example, say there is a flare up of arrests and violence. Should the FDP do anything? What? Write letters to the Justice Department and complain? How? Get just one letter sent or many? How? Or, should they send a petition to county officials? Who writes it? Who should sign it? How should they get it signed? Or, should we have a demonstration march? How? Or, call a boycott? How? Or, take somebody to court? How?....The committee must ask and answer questions like these on each issue they decide to work on.

- In between committee meetings, new decisions often have to be made. Sometimes there needs to be a call meeting so the committee can decide what to do. For example, the state executive committee decides to have a demonstration in Jackson. The demonstrations are to start before the next regular executive meeting. Should Holmes County FDP do anything? What? Perhaps the executives should call a meeting.

- There are day-to-day decisions that have to be made. Sometimes they are important decisions. In the past, the outside workers have made most of these decisions. Usually the workers have called one or two executive members to get advice. Now that the outside workers are not at the office, the executive committee should ask --

- WHO SHOULD MAKE DECISIONS BETWEEN EXECUTIVE MEETINGS?
- SHOULD THERE BE A SMALL GROUP ON HAND FOR ADVICE ?
- DO WE NEED A LOCAL OFFICE MANAGER (BESIDES THE SECRETARY) TO WORK AT THE OFFICE AND MAKE THESE DAY-TO-DAY DECISIONS ?

4) Giving out information - After a decision has been made by the body, it has to be carried out. This means information has to get to somebody. The executive members must make sure that the right people know what to do and how to do it. The executive committee acts for the people. The people should be informed about what decisions have been made and what is going on.

HOW

The executive committee members themselves keep in contact with their precinct leaders. The spread information by word of mouth.

Also, the office in Lexington is used for getting information out. The office has typewriters and copying machines. It can print up minutes of meetings, instructions for block captains, notices, petitions. The office works for the executive committee. The executive committee is in charge of telling the office staff what needs to be done and what to do.

5) Co-ordinating the work - Co-ordinating work is managing or supervising the work. The farmer co-ordinates the work of ten hands chopping in his fields. He makes sure that work is getting done at the right place at the right time. The executive committee makes sure every area in the county is working on the county project and that the people are doing their job.

With the structure we have already talked about - the block captains and precinct leaders - our FDP should be able to do work all over the county at the same time. Each executive member must himself (individually) make sure his beat is being taken care of. As a body, the executive committee hears reports about what is going on in each beat. The body makes sure every area is in tune with the other areas.

* * * * *

To be able to do all the things we have just talked about, the executive committee needs to have GOOD BUSINESS MEETINGS.

In the past, not much planning or decision-making has been done at executive meetings. Not all important subjects have got covered. Most business time has been taken up with just exchanging information and getting members informed and up-to-date.

Executive members should keep up-to-date between meetings. Then at the meeting the business of planning and decision-making could get done.

IN THE NEXT FEW PAGES, THERE ARE SUGGESTIONS FOR RUNNING A GOOD, BUSINESS MEETING.

MEETINGS - The executive committee meets at least two times a month, every Second and Fourth Sunday.

Here is a suggested general agenda for carrying out the business of the meeting:

1. ROLL CALL
2. SECRETARY'S REPORT
3. TREASURER'S REPORT
4. SHORT REPORT FROM AT LEAST ONE EXECUTIVE MEMBER FROM EACH OF THE FIVE BEATS.
5. MAKING THE AGENDA FOR THE MEETING
6. DISCUSSING AND MAKING DECISIONS ABOUT EACH SUBJECT ON THE AGENDA.
7. MAKING SURE A DATE IS SET FOR THE NEXT MEETING.

1. ROLL CALL - One by-law of the executive committee is that a member should not miss more than three meetings in a row. The secretary could keep a list of all members. She could call roll and keep record of the absent people. If some one has missed more than three meetings, the committee should decide what to do. They have the power to appoint a new member.
2. SECRETARY'S REPORT - From the minutes of the last meeting, the members can see if there is any old or unfinished business. If there is, someone should suggest that for a subject on the agenda.
3. TREASURER'S REPORT - The body is responsible for finance. It should find out (1) what is on hand, (2) how much has come in, and (3) how much has been spent since the last meeting. If there is a problem, maybe finance will have to be put on the agenda.
4. BEAT REPORTS - In these short reports, a member from each beat suggests what is important for discussion by the body. If a particular problem came up in his beat since the last meeting, he should suggest it for the agenda.
5. MAKING THE AGENDA - Most subjects for the agenda were probably suggested during the beat reports. Members

should make sure that nothing important is left off the agenda by asking -

- WAS THERE ANY SUBCOMMITTEE THAT WAS SUPPOSED TO MEET AND DO WORK SINCE OUR LAST MEETING?
- ARE THERE ANY UNFINISHED SUBJECTS FROM THE LAST MEETING ?
- HAS THERE BEEN ANY NEW STATE-WIDE NEWS ?
- HAS THERE BEEN ANY NEW COUNTY NEWS ?
- DID ANYTHING NEW OR IMPORTANT HAPPEN AT THE OFFICE SINCE OUR LAST MEETING ?

Now that all subjects have been before the body, the body should decide (1) what order to take them in and (2) how much time needs to be spent on each.

The secretary could write them down. By having an agenda in front of them, the body knows how much it has to cover. Time won't be taken up with just idle talk. EACH MEMBER WILL KNOW WHAT IS IMPORTANT AND WHAT IS COMING UP.

6. Discuss and make decisions about each subject on the agenda - We have already seen some of the kinds of decisions that have to be made at executive meetings. To do this each member needs to know -
How to make decisions at a meeting -

** Motions - Motions should be definite plans of action. A motion is a tool. Each member should use it to get his suggestions decided on by the body.

Motions bring things to a vote. Votes are needed when the body is divided over a question. A motion is made. The most votes decide YES or NO to the suggestion.

Usually there is discussion on a subject. Then there should be motions made about the subject. The motions are suggestions of what should be done about a subject.

At a recent meeting, the lawyer reported about arrests during the summer. The body talked on the arrests and how bad the harrassment has been. Everyone seemed to think that having a lawyer in the county helped a lot. One member made a motion. He said "I move we do whatever is necessary to get a full-time lawyer for the office."

This motion was not very good. First, it really was nothing that had to be voted on. Everyone pretty much agreed that having a full-time lawyer was a good thing.

The body didn't need to vote to settle disagreement about whether to get a lawyer. There was no disagreement. The real question was how to get one.

Second, the motion was not good because it was too general. It did not suggest anything definite. It said that we should "do whatever is necessary to get a lawyer". This is not a definite plan of action. A definite plan would have been "I move that we get the secretary to write letters to the lawyers in Jackson asking for a full-time lawyer." or "I move that we send a committee to Jackson to talk to the lawyer groups about the problem."

Often in our meetings a subject gets talked on and talked on and then nothing is decided. The subject is just left even though there may have been some good suggestions made. Nothing definite was agreed on. This is because the members forgot to use the tools of motions. Motions are used to definitely settle and agree on something about a subject.

Before leaving any subject, members should make sure something gets decided. A motion should be made. For example, "I move that we do such-and-so." or "I move that we leave this for now and all think about it until the next meeting" or "I move that we forget about this and not bother with it any more." or "I move that we get a subcommittee to study on this and report back to us at the next meeting."

These all are good ways of finishing the discussion of a subject. They are definite suggestions. They take care of the subject for this meeting. FOR EVERY SUBJECT ON THE AGENDA, THE SECRETARY SHOULD BE ABLE TO WRITE WHAT DECISION OR ACTION WAS TAKEN.

****Subcommittees** - Subcommittees are small groups of executive members who meet to do work between regular, full committee meetings.

Subcommittees are another useful tool for helping the body do work. In the past, the only time the body used a subcommittee was when someone was needed to go see somebody. BUT - Subcommittees can be used for more than that. Subcommittees are used to take care of all kinds of business.

Subcommittees can be used to think about a subject, study on it and come up with suggestions for the body. Many subjects come before the body that take hours to explain. All the talk is need before an intelligent decision can be made. If such a subject comes up, a member should suggest that the subject be turned over to a subcommittee. "I move we get a subcommittee to find out about this before the next meeting and report back to us with their ideas on it at the next meeting." Then the body can get volunteers or elect or appoint some of its members to take care of that subject.

At a recent meeting the problem of how money should be handled came up. For over an hour, the main people that handle money now explained all the different problems to the body. In the end it was suggested that the chairman, secretary and treasurer meet later about it and work something out. After the first 15 minutes a member should have suggested that the subject be turned over to the subcommittee (that way over 45 minutes of committee time would have been saved).

The body could have told the subcommittee to discuss all the problems before the next meeting. The body could say that the subcommittee should study on it and come back to the next meeting with suggestion on what should be done. Then, the body should make sure the subcommittee does report back at the next meeting. And the body should take some action on their suggestions.

Say the subcommittee reported back with a suggestion that the body should appoint one person to make all decisions on handling the money. Then the body should act on that idea. I think we should do what the subcommittee suggest, so "I move that we appoint the treasure to have this power." Or, I don't like that suggestion and "I move we do such and so instead."

The main thing is for the body to get in the habit of using subcommittees to handle business. They should make sure the subcommittee reports back. They should take some kind of action on the subcommittee's report.

FOR SUBCOMMITTEES TO WORK, MEMBERS MUST BE WILLING TO WORK BETWEEN REGULAR COMMITTEE MEETINGS. PART OF THE WORK OF AN EXECUTIVE MEMBER IS WORKING ON SUBCOMMITTEES.

The kind of subcommittee we just talked on is a study subcommittee. It probably meets only one time, talks on a problem and reports back with ideas. There are also work subcommittees and permanent subcommittees.

A work subcommittee might meet more than one or two times between executive meetings. It gets a job done. Say the executive committee decides it wants to have Negro elections officials for the November elections. It might get a work subcommittee to handle the whole project.

The subcommittee might need to meet to plan what has to be done. They might decide that one member should go get information from the election commissioners. The other members might each find 20 Negroes willing to serve. Then the subcommittee might meet again in a few days. They talk on what they did and learned and decide what needs to be done next. They keep doing this until they get the job done. It may take three or four weeks. They should report back to the main body while they are doing their work.

A permanent subcommittee is used for long-term problems. This kind of subcommittee takes care of a regular, continuing particular job.

For example, raising money is a big problem. The executive committee could decide that they should set up a permanent finance subcommittee. That group would be responsible for figuring out ways of raising money and getting that job done.

From this you see that permanent subcommittees do both studying and working. They might meet and talk about ideas on ways to raise money. Say they decide the FDP should hold a regular bingo game to raise funds. They then have to figure out how to do that. And, make sure it gets done. Or, they may decide to get the businessmen to put FDP collection boxes in their stores. Or, that the block captains should regularly collect money from their blocks.

Whatever they decide, they are responsible for getting the work done. They should regularly report their ideas, work and progress to the executive committee.

What we have said about subcommittees is :

1. They are small groups of executive members meeting together between the regular meetings of the full body.
2. They are a tool to help the full body get its business done.
3. They may be short term study groups, or short-term working groups, or long-term permanent groups.
4. They should (a) do a job, (b) report back to the body, and (c) give the body suggestions to act upon.

****Getting members to serve on subcommittees -** Part of being on the executive committee is being active in subcommittee work. Executive members must be willing to serve on a subcommittee at some time. When the body decides it needs a subcommittee to handle a problem, it should quickly take care of getting members to serve. (The number of people needed depends on the job. Sometimes there can be just one or two members on it.) Right away the chairman should ask for volunteers. If no one speaks up, then the chairman should appoint people, asking their approval as he does it. If no one will serve, the body should discuss what to do. They can't just leave the subject unfinished.

****Parliamentary Procedure -** These long words really mean a very simple thing --- order. Meetings should run in an orderly manner. This means -

Members should get recognized to speak by the chairman before speaking out.

The chairman should know what subject is being talked on. He should make sure that the business on one subject is finished before another subject is brought up.

To figure out if the business on a subject is finished, the executive member should ask - DID WE DECIDE WHAT TO DO ABOUT SUCH-AND-SO SUBJECT ? ?

* * * * *

This section of the handbook was on Knowing How to Work Toward the Purposes .

It was stated that there are five main steps that executive members have to take as individuals and as a body:

- 1) Getting information
- 2) Making plans
- 3) Deciding what to do and how
- 4) Giving out information
- 5) Co-ordinating the work

We talked about what each individual executive member had to do in each of these areas. Then we saw how the committee should work together as a body on them. Then there was some help on running a good business meeting by -

- 1) Using motions
- 2) Using sub-committees
- 3) Getting members to serve
- 4) Using parliamentary procedure.

Way back on page 19 we said that there were three parts to the Responsibility (3) - Making sure the Organization fulfills Purposes: (a) Knowing the purposes (b) Knowing how to work toward these purposes (c) Making sure the people understand the purposes.

We have talked about these first two. Now we will look at the third:

(c) Making sure the people understand the purposes -

This is especially important for an organization like ours. To succeed, FDP needs more than just FDP people. To succeed, FDP needs the support of all the people.

FDP people have to understand our purposes. And also all other black people have to understand.

----- Our people need POLITICAL EDUCATION.

THIS IS A WEAKNESS of our FDP WE HAVE NOT FIGURED OUT A WAY TO DO WORK ON: POLITICAL EDUCATION.

Executive members must ask -

WHAT NEEDS TO BE COVERED IN POLITICAL EDUCATION MEETINGS ? ?

DO THE PEOPLE NEED TO UNDERSTAND PARTS OF THE THINGS WE HAVE IN THIS BOOK ? ?

WHAT OTHER SUBJECTS DO WE NEED TO COVER ? ?

WHERE WILL WE GET MATERIAL FOR POLITICAL EDUCATION ? ?

WHO SHOULD LEAD POLITICAL EDUCATION MEETINGS ? ?

Executive Members ?

Precinct Leaders ?

Block Captains ?

Community Chairmen ?