

## CHAPTER VI

# The Central Secretariat

### *A Service Agency: Clearing House for Agencies of the Council and Coördinating Center for its Activities*

The various Divisions of the Central Secretariat will be discussed in chapters seven through eleven.

**N**O WHEEL can function without a hub, nor can an organization exist without a synthesis of its ideas and activities. The Central Secretariat exists as the hub in the wheel of the groups which make up the Council of State Governments.

#### *Locations and Facilities*

The Central Secretariat is located in Chicago, a pivotal point from which contact is maintained easily with the forty-eight state governments and research agencies. The offices, at 850 East 58th Street, adjoin the campus of the University of Chicago, and have access to the unusual facilities found around a great research center. The University libraries are available to the staff of the Secretariat, and singular opportunities are available for conference with experts in governmental fields who are working in various University departments.

Seventeen other organizations interested in public administration have also established secretariats in the same building as the Central Office of the Council. Each of these organizations is in a separate field, but has been able to cooperate with the other in many ways. Since the primary aim of each of these agencies is the improvement of government, coördination of their activities renders them the more efficacious. Inquiries coming in on special subjects are passed on to the organization best equipped to give an adequate answer, and the ability to exchange specialized information greatly increases the effectiveness of each organization. The various organizations thus allied are discussed in chapter XXVII.

The impetus which has carried forward the work of the Council has caused a steady growth of its Central Secretariat. From

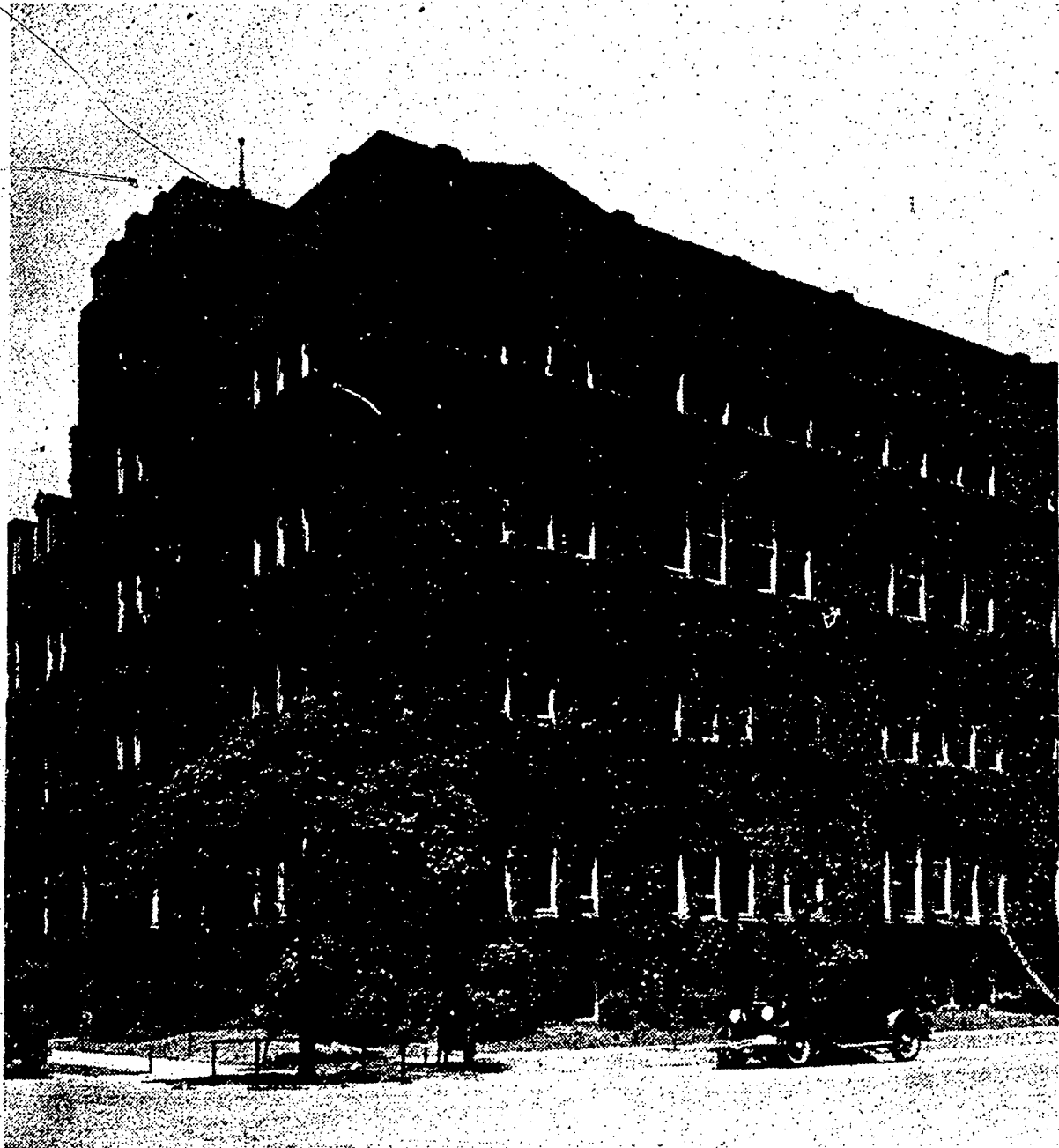
modest beginnings in two rooms of the 850 Building, it has expanded to a floor space of eight rooms, housing the sixteen members of the Chicago Staff, and will soon have its quarters in a new building being erected on the Midway at Kenwood Avenue and 60th Street. In 1936 the Spelman fund granted \$1,000,000 for the construction, on University property, of this new building, which will house the entire group of National Governmental Organizations.

#### *Services*

The secretarial services of the Central Office entail constant attention in order to maintain complete and accurate lists of all state and federal legislators, as well as lists of the following state officials:

- Governors
- Secretaries of State
- Attorney-Generals
- Governors' Secretaries
- Legislative Presiding Officers
- Clerks of the Lower Houses
- Secretaries of the Senates
- Legislative Reference Bureaus
- Tax Commissioners
- Planning Officials
- Commissioners on Uniform State Laws

Contact and coördination among the member organizations is facilitated by the maintenance of membership lists of names and addresses for all commissions and committees. Most mailing is done from the Central Office. The chairman of any commission or committee desiring to circularize his own members, or the members of any other group, merely specifies the groups to which he wishes the material to go, and addressing is done by the secretariat.



DREXEL AVENUE AND FIFTY-EIGHTH STREET, CHICAGO

The administrative offices of the Council State Governments occupy all of the offices on the main floor in the foreground

In the same way, any chairman desiring to call a meeting of his group may have the letters of notification sent out by the Central Office. All general meetings called by the Council or its agencies are organized by the Central Secretariat. (Those held in the second district are handled by the District Secretariat.) Advance correspondence, planning and publicity, arrangements of physical facilities, and preparation of agenda are assigned to the staff of the Central Secretariat.

The Accounting Division of the Central Secretariat handles all funds for the Coun-

cil itself and for all affiliated interstate commissions.

The services of a professional publicity man with years of newspaper experience are shared by all of the organizations in the building. He carries on the work of public relations by means of newspaper, radio, and magazine publicity. Educational material on the work in progress throughout the field of intergovernmental cooperation is circulated from this office.

#### *Informational Service*

One of the major tasks of the Central



original research when reliable material for the answering of inquiries may be obtained elsewhere. In cases where little material has been accumulated on a particular subject of interest to state officers and legislators, or where only dogmatic conclusions of a controversial nature have been drawn, the Central Secretariat attempts to collect factual data.

Within a year of the establishment of the Central Secretariat as an informational clearing house, it became clear that it could improve its services if it prepared, or made available, bulletins containing the basic information on which questions were repeatedly asked. In September, 1932, the first of a series of mimeographed bulletins was issued. The preparation of bulletins has been limited to those subjects on which inquiries are most frequent. In many cases it was found that suitable material had been prepared by some other agency. In that case permission to reproduce the material was obtained, or additional copies were secured to send out to legislative reference bureaus and legislators.

In 1936 since many of the legislatures were convened in special session to consider social security legislation, efforts were made to feature studies on various phases of that subject.

During 1935 and 1936, sixty bulletins were issued on widely divergent subjects. Due to the fact that in many instances when bulletins are obtained from other organizations a limited supply is available, it is impossible to furnish them to all those who would like copies. All bulletins are sent to every legislative reference bureau, and this mailing takes preference.

### Staff

Every effort has been made to equip the Council with an able and efficient staff. There are at present fifteen full time staff members in the Central Secretariat, all of whom are college graduates, and many of whom have had experience in other governmental agencies, or who have done research in the field of government. This applies also to the staff of the branch offices, two in the district office in New York, and two in Philadelphia. The accompanying chart shows the allocation of work of the staff in the various divisions of the Council.

TOLL, HENRY WOLCOTT, lawyer; b., Denver, Colo., Nov. 5, 1887. B.A., Williams College, 1909; Harvard Law School, 1909-1911; LL.B., U. of Denver Law School, 1912. Admitted to Colo. bar, 1912; Mem.,



HENRY W. TOLL

*Executive*

*Director*

firm, Grant, Ellis, Shafroth & Toll since 1927; Mem., Faculty U. of Chicago, political science dept., since 1931. Mem., bd. dirs., Denver Chamber Commerce, 1924; Mem., Am. Bar Assn. (v.p., Colo., 1931), Colo. Bar Assn., Denver Bar Assn. (pres. 1928-29), Law Club (pres. 1925-26), Acad. Political Science; Mem. for Colo. of Commn. of Uniform State Laws, 1931. Executive Director, Council of State Governments, 1933—.

BESTICH, STELLA, b., McKees Rocks, Pennsylvania. Accountant, Fifth Avenue Bank, Gary, Indiana, 1926-1931; Accountant, American Legislators' Association, 1935—.

BULLAMORE, MRS. LOUISE SMITH, b., Moorhead, Mississippi. A.B., University of Wisconsin, 1931; Secretary to Professor Frederick A. Ogg, 1930-31; Assistant to Director, Chicago Bureau of Filing and Indexing, 1932-33; Auditing Department, Mars, Inc., 1934; Librarian, Council of State Governments, 1935—.

CASMON, MARGARET ANN, b., Denver, Colorado. A.B., University of Colorado, 1925; Secretary, American Legislators' Association, 1926-1930; Office Manager, Council of State Governments, 1930—.

GALLAGHER, HUBERT R., b., Salida, Colorado, January 8, 1907. A.B., Stanford University, 1929; Universite de Dijon, France, summer 1927; Fellow, School of Citizenship, Syracuse University and Na-



HUBERT B.  
GALLAGHER

*District  
Representative,  
New York Office*

tional Institute of Public Administration, New York City; M.S., Syracuse University, 1930; Research Assistant and Instructor, School of Citizenship, Syracuse University, 1930-32; New York State Bureau of Municipal Information, 1930; Mem., survey staff, National Commission on Law Enforcement (Wickersham Commission), 1931; survey of Syracuse for President's Commission on Social Trends, 1931; Acting Assistant Professor, Stanford University, 1932; Author, Crime Prevention as a Municipal Function, and articles in professional journals; Research Consultant, Council of State Governments, 1932-1935; District Representative, 2nd District, 1935—

HAZELRIGG, HAL, b., Sullivan, Indiana, February 7, 1900. A.B., University of Illinois, 1923; Reporter, Terre Haute (Ind.) Post and Spectator, Summers 1916-1920; Reporter, Pasadena Post, and City Editor, Alhambra (Calif.) Post Advocate, 1923; Feature writer, Suniland Magazine (Fla.) 1924; Sunday Editor, Evansville (Ind.) Press (Scripps-Howard) 1925-28, Syracuse Herald, 1928-29; Sunday News Editor, New York Herald Tribune, 1929-1936; lecturer in journalism, University of Panama, Summer, 1935; Editorial Associate, National Governmental Organizations, 1936.

HAL  
HAZELRIGG

*Editorial  
Associate*



LEONARD, BARBARA SHAFER, b., Utica, New York. A.B., Syracuse University, in Public Administration, 1935; Secretary, New York Office, Council of State Governments, 1936—

MILLS, CHARLES EVERETT, b., Chicot, Arkansas, July 12, 1908. A.B., University of Illinois, 1929; Editorial Staff, Chicago Daily News, 1928-29; Legislative Secretary for U. S. Senator Otis F. Glenn of Illinois, 1929-32; M.A., University of Wisconsin, 1933.

CHARLES E.  
MILLS

*Director,  
Publications  
Division*



Assistant in Political Science, University of Wisconsin, 1933-35; Personnel and Administrative Research for United States Farm Credit Administration, 1935-36; Director, Publications Division, Council of State Governments, 1936—

NAGLE, RAYMOND T., b., Helena, Montana, June 2, 1897. LL.B., University of Montana, 1923; Mem., House of Representatives, Montana legislature, 1925-31; City



RAYMOND T.  
NAGLE

*Director,  
Attorney-  
Generals  
Section*

Attorney, 1929-32; Mem., Montana Bar Association; Mem., American Bar Association; Commission on Uniform State Laws; Director, Attorney-Generals Section, Council of State Governments, 1936—.

OPPER, PHYLLIS, b., Chicago, Illinois. College of William and Mary in Virginia, 1931-32; B.A., Wellesley College, 1935; Departmental Secretary, Council of State Governments, 1935—; Acting Editor, The Book of the States, 1937.

ROBINSON, DAVID WELLINGTON, b., Burlington, Iowa, November 9, 1909. Oberlin



DAVID W.  
ROBINSON

*Executive  
Secretary,  
Philadelphia  
Office*

College, 1931; M.A., University of Cincinnati, 1933. Research Assistant, Cincinnati

Bureau of Governmental Research, 1933-34. Publications: "A Survey Defining the Boundaries of the Cincinnati Region," "The Township Government in the State of Ohio, with Particular Reference to Hamilton County," "A Study of the Population of the City of Cincinnati and the Cincinnati Region with Predictions as to Future Growth and Trends." Research Associate, Council of State Governments, 1934-36; Acting Secretary, Interstate Commission on the Delaware Basin, 1936—.

SAUNDERS, RICHARD E., b., Washington, D. C., 1900. A.B., University of Wisconsin, 1923. Publicity work in Chicago, Columbus, and Cleveland, 1924-1927; connected with Washington office of New Orleans

RICHARD E.  
SAUNDERS

*Special  
Representative,  
Washington  
Office*

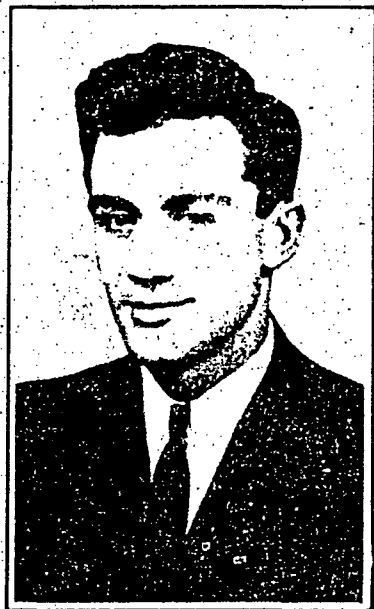


Times Picayune and the McGraw Hill magazines of New York, 1927-1933; conducted private news bureau since 1933. Washington Correspondent for Council of State Governments and other organizations at 850 East Fifty-eighth Street since 1932.

SAVAGE, VIRGINIA, b., Pontiac, Illinois. A.B., University of Arkansas, 1936; Secretary to the Dean of Women, University of Arkansas, 1934-1936; Secretary, Council of State Governments, 1936—.

SCHNEIRLA, MRS. GLADYS, b., Dell Rapids, South Dakota. B.A., University of South Dakota, 1928; University of Chicago, 1930; Assistant Editor of State Government, Council of State Governments, 1935—.

SEYBOLD, LEO, JR., b., Mansfield, Ohio, January 1, 1914. Ashland College, Ashland, Ohio, 1931-33; B.A., Ohio State University, 1934; M.A., Ohio State University, 1935; B.S. in Ed., Ohio State University,



LEO  
SEYBOLD, JR.  
*Research  
Assistant,  
Governors  
Section*

1936. Author, "Centralized Purchasing in the State Government of Ohio." Research Assistant, Governors Section, Council of State Governments, 1936—

STUBBS, KATHARYN, b., Denver, Colorado. B.A., Smith College, 1935. Teacher of languages, Kent School, Denver; Secretary, Research Division, Council of State Governments, 1936—

WILSON, STEWART GRAHAM, b., Manhattan, Illinois, May 11, 1909. A.B., Colorado College, 1930; University of Colorado Law

STEWART G.  
WILSON  
*Director,  
Secretaries  
of State  
Section*



School, 1930-31; LL.B., University of Denver Law School, 1933. Member, Denver Bar Assn.; Civic League of Denver; American Bar Association; Academy of Political Science. Mem., staff, Colorado Legislative Reference Office, 1935; National Park Service, 1930-36; Director of Secretaries of State Section, Council of State Governments, 1936—

WORK, RHODA, b., Brockton, Massachusetts. Boston University, 1932-36. Assistant Secretary, Publications Division, Council of State Governments, 1936—

WUNSCH, HELEN, b., Louisville, Kentucky. B.S. in Commerce, University of Kentucky, 1933; Departmental Secretary, Council of State Governments, 1937—

