

organization; and for convenience these hints are given under different heads, so as to correspond with the various steps in organization.

First Step.

1. The Secretary or other officer of the Liberal Association for the Electoral District should secure six or more copies of the last revised Voters' Lists for the riding.
2. The voters' lists can be secured upon payment for the same from the King's Printer, Parliament Buildings, Ottawa, Ont. Candidates, at the last election, are given twenty copies of the voters' lists for their Electoral District, free.
3. The list for each Polling Sub-division should be posted in a book about the size of this handbook.
4. Of the copies secured, one complete set should be prepared for the Candidate, another for the Secretary or whoever may have general charge of the campaign.
5. The Chairman and secretary in each Polling Sub-division should each have a copy (pasted in a book) of the voters' list for such Polling Sub-division and extra copies should also be to hand for the committeemen. The statement of the boundaries of the district, and the post-offices, should be also pasted in the book.

Organization.

6. Copies of the last revised Voters' Lists having been secured and prepared as above stated, the next important step is thorough organization.
7. Some one in the constituency should be appointed as Central Secretary, or Manager, and held responsible for the work of organization. He should have for himself a book with the lists for the whole riding entered alphabetically for example: The first pages should have all the names beginning with "A" and when pasting these in the municipality and polling division should be marked on each part and so on with each "chunk" of "A's," the same with the "B's," etc. When a voter calls and gives his name, no matter what part of the riding he is from, the secretary can in a moment turn up the alphabetical list and inform the man the municipality and polling division where he votes, and after the polling booths are fixed he can tell these.
8. The Secretary or Manager, immediately upon preparing the lists for the workers, should have a meeting called for each Polling Sub-division, and word should be sent direct to all friends of the cause to attend.
9. Notices of the meeting should be given direct, or by letter or printed circular about twice the size of this page.
10. For each Polling Sub-division, an active Committee, with a chairman and secretary for each, should be appointed.
11. The general Secretary or Manager should be careful to enter in his book the names and addresses of such officers, and when the organization for the Riding is complete he will have good men to correspond with in every polling Sub-division.
12. Before the close of each organization meeting the Manager should go over the instructions with the members of the Committee, and impress upon each the necessity of constant attention to canvassing.
13. If the Polling Sub-division from any cause requires the formation of more than one Committee, it should be sub-divided, and a certain portion of it assigned to each Committee, the Voters' List for the Division being in like manner apportioned.