

LEAGUE OF WOMEN VOTERS OBSERVER REPORTING FORM*

Agency _____ Date: _____

FEATURE EVALUATED	YES /NO	COMMENTS-
• <u>Did meeting start on time?</u>		_____
• <u>Were all members present?</u>		_____
• <u>Were members attentive?</u>		_____
• <u>Did the members appear to have done their "homework?"</u>		_____
• <u>Were members courteous to each other and the public?</u>		_____
• <u>Were Brown Act requirements followed?</u>		
- <u>agenda sent/posted 72 hrs before?</u>		_____
- <u>agenda items clearly described what was to be discussed?</u>		_____
- <u>adequate opportunity for public input?</u>		_____
- <u>was there the appearance that some action items were discussed in closed rather than in open session?</u>		_____
• <u>Was background information available to public?</u>		_____

• Were any issues on the agenda relevant to any LWV state or local positions or programs?

• Do you recommend local League action on any of these issues?

Yes ___ No ___ If "yes" what action do you recommend?

• Other Concerns:

Observer:

Date Submitted:

Report should be submitted to Admin. Vice President before next LWV Board Meeting. Please attach agency's agenda, if possible. Thank you.

**Adapted from LWV Eden Area, CA*