

LEAGUE OF WOMEN VOTERS OBSERVER REPORTING FORM*

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Agency Observed:

LWVPA Observer Name:

Date Observed:

FEATURE EVALUATED	YES/NO	COMMENTS				
Did meeting start on time?						
Were all members Present?						
Were members attentive?						
Did the members appear to have done their "homework?"						
Were members courteous to each other and the public?						
Were Brown Act requirements followed? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">agenda sent/posted 72 hrs before?</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">agenda items clearly described what was to be discussed?</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">adequate opportunity for public input?</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">was there the appearance that some action items were discussed in closed rather than in open session?</td> </tr> </table> </div>	agenda sent/posted 72 hrs before?	agenda items clearly described what was to be discussed?	adequate opportunity for public input?	was there the appearance that some action items were discussed in closed rather than in open session?		
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agenda items clearly described what was to be discussed?						
adequate opportunity for public input?						
was there the appearance that some action items were discussed in closed rather than in open session?						
Was background information available to public?						
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? If "yes" what action do you recommend?						
Other Concerns:						

Report should be submitted to Advocacy Vice President before next LWV Board Meeting. Please attach agency's agenda, if possible. Thank you.
"Adapted from LWV Eden Area, CA"