

Observer Checklist

Observer Report

Agency:

Date & Time:

Observer's Name:

FEATURE EVALUATED	YES	NO	COMMENTS
Did meeting start on time?			
Were all members present?			
Were members attentive?			
Were members well prepared?			
Were members courteous to each other and members of the public?			
Was agenda sent/posted 72 hrs. before?			

Did agenda items clearly describe what was to be discussed?

Was there adequate opportunity for public input?

Was there any appearance that some agenda items were discussed in closed rather than open session?

Was background information made available to the public?

Were facilities accessible and adequate?

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?

Meeting summary:

Other comments or concerns:

Links (e.g. agenda, minutes or documents):

(Please submit to within 5 days of meeting if possible. Also, include links to agenda, meeting materials, and written comments if available.) Thank you.