

LWV AC Observer Corps Reporting Form

Meeting Attended: _____ Date of meeting: _____

Observer _____

Attach agenda			
Feature Evaluated	Yes	No	Comments
Type of meeting --circle			Regular Special Public Hearing Exec Session
Did meeting start on time?			
Were all members present?			
Were members attentive?			
Media coverage?			
Staff present?			
Administrator Finance Legal council Others			
Audience #? Special interests?			
Did the members appear to have done their homework?			
Were members courteous to each other and the public?			
Were the Sunshine Law requirements followed?			
--agenda sent/posted 24 hours 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?			
Was background information available to public?			
Facilities: big enough? Well lit? Could see officials? Could hear?			
Decisions: "cut & d ried"?			
Other observations:			
Any LWV positions relevant to issues discussed?			