

LWVMC Observer Corps Report

Complete as fully as possible/Attach meeting agenda

Meeting information

- **Observer name** _____
- **Governing or advisory body** (commission, council, board, etc.) _____
- **Agency level** (city, county, district, etc.) _____
- **Date/Time** _____
- **Location** _____

Open Public Meetings Act compliance

1. Agenda notice

Posted at least 24 hours in advance (online, posted, or otherwise shared publicly)? ☐ Yes ☐ No ☐ Unsure

2. Meeting location

Open and accessible (including ADA)? ☐ Yes ☐ No ☐ Unsure

3. Public access

Any barriers (mandatory sign-in, ID, or fees)? ☐ Yes ☐ No ☐ Unsure

4. Recording

Were observers allowed to record/photograph? ☐ Yes ☐ No ☐ Unsure

5. Executive session

Legal reason stated if meeting closed? ☐ Yes ☐ No ☐ Unsure

Notes _____

Public engagement

- Opportunity for public comment? ☐ Yes ☐ No
- If yes, time allowed _____ minutes, Process clear/respectful? ☐ Yes ☐ No

Meeting content

- Key issues discussed _____
- Decisions Made _____

Accessibility & transparency

- Could all attendees see and hear clearly? ☐ Yes ☐ No
- Room setup/accommodations notes _____

LWVMC Observer Corps Report & Open Public Meetings Act rights

Observer impressions (additional notes accepted!)

- Overall transparency ☐ Strong ☐ Adequate ☐ Needs Improvement
- How easy was the meeting for the public to follow (clear agenda, plain language, explanations when needed)? ☐ Easy ☐ Somewhat ☐ Difficult
- Which topics received the most attention? _____

- Follow-up needed (issues to track) _____
- Additional observations or comments (add pages if needed)

The Open Public Meetings Act (RCW 42.30) protects your right to see how decisions are made by public agencies in Washington State.

Your rights

- **Right to attend** All meetings of public governing/advisory bodies must be open to the public
- **Advance notice** Meetings must be announced ahead of time
- **Agenda access** Agendas must be posted online at least **24 hours** before a regular meeting (if they have a website)
- **Public comment** Comment is required at regular meetings with final action
- **Convenient & accessible meetings** Meetings must be at a reasonable time and place, accessible to people with disabilities
- **Recording allowed** You may record or photograph if done w/o disruption
- **Transparency about closed sessions** If part of the meeting is closed, (executive session), the legal reason must be stated

Not required by law

- **Public comment** Not required at regular meetings without final action or at special meetings
- **Detailed minutes** Agencies must record actions taken, but not a full transcript of discussions