

# OBSERVER CORPS REPORTING FORM

OBSERVED MEETING: \_\_\_\_\_ DATE: OF MEETING \_\_\_\_\_ OBSERVER \_\_\_\_\_

FEATURE EVALUATED	YES	NO	COMMENTS
1. Did meeting start on time?			
2. Were all members present?			
3. Were members attentive?			
4. Did members ask relevant and probing questions?			
5. Were open-meetings laws observed?			
6. Were agenda and background packages made available before and at the meeting?			
7. Were all discussion items included in agenda?			
8. Were agenda items clearly described for discussion?			
9. Were agenda amendments made in a timely manner?			
10. Were any "Executive Sessions" called?			
11. Were any non-agenda items discussed?			
12. Were members courteous to each other and the public?			
13. Did any items appear to have been discussed prior to the meeting?			
14. Did anyone testify at the public hearing segment t of the meeting and was there an adequate opportunity for public input provided?			
15. Were public comments taken into consideration in the decisions made?			
16. Did any member recuse themselves during the meeting? For what reason?			

During the meeting what issues of importance to the County and League were considered ? (Describe in less 200 words. –Use the back if necessary)

What action should LWVSCDE consider in light of the matters considered at this meeting?