

OBSERVED MEETING: \_\_\_\_\_

DATE: \_\_\_\_\_

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 made available 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. Was there adequate opportunity for public input?			
15. Was background material available to the public?			
16. Did any member recuse themselves during the meeting? For what reason?			

Were any issues on the agenda relevant to any LWV state or local positions or programs? Yes\_\_\_ No\_\_\_ Do you recommend local League action on any of these issues? Yes\_\_\_ No\_\_\_ If "yes" what action do you recommend? Do any of the issues raised during this meeting suggest further study by the League? Yes \_\_\_ No\_\_\_ Observer:

\_\_\_\_\_ Date Submitted: \_\_\_\_\_

List names of other LWV members in attendance: \_\_\_\_\_

Use the reverse side of the page to elaborate and to list any other concerns.