

## **WRITING AN OBSERVER REPORT**

Observer Reports are simple, informational reports. In most cases, a 1 page report or a couple of paragraphs that list the “headlines”, or most significant discussion, is enough. Some larger agencies, like the CCC Board of Supervisors, may need a little more. Polished writing is not necessary.

### **PLEASE INCLUDE THE FOLLOWING IN YOUR REPORT**

- 1. Your name; name of Board or Council you’re observing; date of meeting attended**
- 2. Key points should include:**

#### **Procedural issues**

- Report potential violations of the Brown Act? See attachment for details of the Brown Act. Note: Brown Act requirements were amended in 2020 to allow virtual meetings during the pandemic, but they must still be accessible and transparent. The technology has been problematic for the public, so please report potential red flags.

#### **Substantive issues** (these could be bullet points)

- Report matters of substantial public controversy
- Summarize the key points from the meeting as clearly and succinctly as possible, especially action items.
- Report discussions that relate to a league priority. The annual League priorities for 2020 <https://my.lwv.org/california/diablo-valley/issues> are:
  - Affordable housing
  - Health Services

- Homelessness
- Climate emergency
- Diversity, Equity and Inclusion, including any anti-racism/social justice work of the governmental entity being observed

**Links for League Positions on these issues:**

**<https://my.lwv.org/california/diablo-valley/league-positions>**

- 3. If possible, please add a link to your agency's online meeting agenda so readers can easily find more detail when needed: e.g., staff reports, the minutes (when approved), who said what, public comment, etc).**

**Please submit your report to the Observer Chairperson as soon as possible after your meeting: [speir@prodigy.net](mailto:speir@prodigy.net).**