

LWV of

Observer Corps Reporting Form (attach agenda and minutes)

(Fill in info about meeting and observer)

Organization observed:	
Date of meeting:	
Time of meeting start:	
Time of meeting end:	
LWV Observer:	
Date of report:	

Feature evaluated	Yes	No	Comments
Agenda provided in advance?			
Meeting start on time?			
Members attentive?			
Members prepared?			
Members courteous?			
Opportunity for public?			
Info. available for public?			
Closed sessions (no public)?			

	# present	# absent	Comments
Members			
Staff			
Media		(n/a)	
Public		(n/a)	
Public comments		(n/a)	

Issues covered

Issue	Action Taken	Relevance to LWV Positions	Recommended follow-up by LWV

