

Observer's Report

Agency _____

Date: _____

FEATURE EVALUATED	YES	NO	COMMENTS
• Did meeting start on time?			
• Were all members present?			
• Were members attentive?			
• Did the members appear to have done their "homework?"			
• Were members courteous to each other and the public?			
• Were Brown Act requirements followed?			
- agenda sent/posted 72 hrs before?			
- agenda items clearly described what was to be discussed?			
- adequate opportunity for public input?			
- was there the appearance that some action items were discussed in closed rather than in open session?			
• Was background information available to public?			

• Were any issues on the agenda relevant to any LWV state or local positions or programs? _____

• Do you recommend local League action on any of these issues? Yes ___ No ___ If "yes" what action do you recommend? _____

• Other Concerns: _____

Observer: _____ Date Submitted: _____

Report should be submitted to President or Secretary before next Skagit LWV Board Meeting.

Please attach agency's agenda, if possible. Thank you.