

Observer Corps Report Door County League of Women Voters

Meeting : _____ Date: _____ Recorded: ___ audio ___ video ___ no
Members:

(Circle/highlight absent members)

Observer:

Staff present: _____ Names: (If needed for follow-up)

Visitors present: _____ Names: (If needed for follow-up)

Oversight for: (departments)

Location:

Called to order at:

Adjourned at:

Features Observed	Yes	No	Comments
Were members attentive/alert?			
Did members appear to have done their homework?			
Was there adequate discussion of issues?			
Were visitors treated with respect? i.e. Did members speak distinctly and loud enough to be heard?			
Were facilities adequate?			
Was there opportunity for public input? When?			
Were the following WI Open Meeting Law requirements followed?			
- agenda posted 24 hours in advance? Where?			
- agenda items clearly described subject?			
- there was no appearance action items were discussed outside the open session?			

Were there issues on the agenda relevant to LWV state or local positions?

Yes No Comment

Do you recommend local league action on any of these issues?

Yes No If yes, what action do you recommend?

Other observations:

* Keep a copy of the agenda if it may be needed for follow-up.