

# Observer's Report

Committee \_\_\_\_\_

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 The Sunshine 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?			
• Were the minutes and background information available to the 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 the President or Secretary before the next Skagit LWV Board Meeting.  
 Please attach the agency's agenda, if possible. Thank you.