

Agency _____ Date _____

Time meeting started _____ Time meeting ended _____

Feature Evaluated	Yes	No	Comments
Meeting started on time?			
All members present?			
Members seemed to have done homework?			
Members listened to each other and the public?			
Agenda available online in advance? 10 days for some agencies, 72 hours for others.			
Staff reports online in advance?			
Supplemental documents distributed only at meeting? How many? Available to public?			
Written agenda items clearly described what was discussed?			
Chair ran meeting professionally?			
Adequate discussion by members before vote?			
Were major actions taken? Mark agenda items adopted or list on reverse of form.			
Anything changed on agenda?			

Estimated size of audience _____

List special interests present:

Public input: minutes allowed per speaker _____

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

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 _____

Send report to LWV office: 1305 Franklin St., Suite 311, Oakland, CA 94612-3222. Attach agenda if possible.