

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

Yes	No	If yes, what action do you recommend?
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Other observations:

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