

League of Women Voters of Pullman Observer Report Form

Name of Agency: _____ Date: _____

Observer Reporting: _____ *Length of Meeting: _____

Members Present/Absent: _____

Others Present (i.e., media, public): _____

Content (What is being discussed): i.e., *Did they approve some **action**? Does anything **relate to League priorities or positions**? If so, **do you recommend** local league action? Was **access** to materials for certain agenda items limited or excluded from you? Was background material available to the public?*

***Public Meetings of interest to League** – i.e., *Were there any public meetings announced that you think League members may be interested in attending and/or becoming involved with the issue?*

Process & Protocol (Observations about participants, conduct, and procedures of the meeting):

i.e., *Did the members appear to have done their “homework”? Were members courteous to each other and the public? How does the group respond to your presence?*

Reminders 😊

The purpose of the LWV Observer Corp is:

1. To promote public interest in local government and to be a “presence” to elected officials.
2. To alert the League Board to upcoming agenda items on which we have program positions on which we can speak.
3. To identify areas for future LWV study and action.

Observers play an important role as they learn about issues and processes and are in touch with what is happening in our community. A LWV Observer is impartial, silent, and respectful. It is, however, appropriate to ask questions for clarification. Remember to wear your awesome ID Badge!

Please attach the Agenda and any other materials received at the meeting that you feel are important to your report. Please try to submit your report to the LWV Observer Chair, Judy Stone, within one week of the meeting.

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(11/2016)