**Observer Report for League of Women Voters**

**of Beach Cities**

| **Name of Agency** **or body observed:** | | **Date of**  **Meeting:** | | | |
| --- | --- | --- | --- | --- | --- |
| **Meeting type (regular, board, special, etc)**  **or subject: E.g. Regular City Council Meeting** | | **Approximate size**  **of audience: Zoom -** | | | |
| **Name of the**  **Observer:** | | **Date report**  **Submitted:** | | | |
|  | FEATURE EVALUATED | | YES | NO | N/A |
| 1 | Did the meeting start on time? | |  |  |  |
| 2 | Were all members present? | |  |  |  |
| 3 | Were all members courteous to each other and to the public? | |  |  |  |
| 4 | Was the Brown Act followed? | |  |  |  |
| 5 | Was the agenda available in advance? | |  |  |  |
| 6 | Did the agenda clearly describe what was to be discussed? | |  |  |  |
| 7 | Was there adequate opportunity for public input? | |  |  |  |
| 8 | Was there the appearance that some action items were discussed in closed rather than in open session? | |  |  |  |
| 9 | Was background information available to the public? | |  |  |  |
| 10 | Additional comments on conduct of meeting? | |  |  |  |

**COMMENTS on above (Please indicate feature number to which each comment applies):**

1. Were any issues on the agenda relevant to any LWV local or state program positions? Please be specific.

2. Do you recommend local League action on any of these issues?

If yes, what action do you recommend?

3. Other observations?

Submit this report to the Observer Corps Coordinator, as soon as possible after your observation. Please attach any agenda or other meeting documents.

Email to beachcitieslwv@gmail.com to be routed appropriately.

**Thank you for being the eyes and ears of the League!**