

# 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., This section is for any issues discussed that relate to League priorities or positions. Do you recommend local league action? Is there a particular action that you suggest the League take in support or non-support of this matter? If so, please refer to the League position that supports your suggestion.*

**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 that relate to League positions?*

## **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? Was access to materials for certain agenda items limited or excluded from you? Was background material available to the public?*

## **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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