

League of Women Voters of Newton

## Observer Report Form 1

**Meeting of:** (meeting type-regular or special)

**Date:**

**Starting time:**

**Adjourned:**

**Executive Session held?**

**Committee Members present:**

**Absent:**

**Main points on the agenda and action taken:**

**Business postponed and why** (Lack of information, more time needed to study, desire to procrastinate or to block action?)

**Standards for reaching decisions:** (factual analysis, recommendations of committees, emphasis on opinion of individuals, concern for community opinion, influence of (which?) special interest groups, partisan issue?)

**Is action chiefly concerned with expedient solutions of immediate problems or long-range planning?**

**Any recommendations for a League study item? Any issues upon which the public should have information? Attitude of members toward League observers?**

**Reported by:**

**League of Women Voters of Newton**

**Observer Report Form 2**

Meeting attended, and date:

Names of officials absent:

Names of officials late:

Other officials present:

Official record kept? (tape, etc.)

Documents available (list & attach):

Was the agenda available to you?

Did officials speak clearly?

Did discussion seem adequate and fair?

(Public Hearing: Did public have enough time to speak? Were people treated fairly? Was the time of the session convenient? Was notification adequate?)

Would you suggest any local action? If so, why?

Any comments and questions about the meeting?

Would you like to observe another meeting of this committee? Of a different committee?

Your name:

**League of Women Voters of Newton**

## **Observer Report Form 3**

**Name of Committee & date:**

**Reported by:**

**Members present:**

**Members absent:**

**Other officials present:**

**Main points on agenda and action taken:**

**Short news briefs:**