

LWV - MOBILE COUNTY, AL: OBSERVER'S MEETING REPORT

Meeting Attended

Date

Name of Observer(s)

Meeting Location

How many people did you have to contact to find the meeting time/date/location?

0-1

2 or 3

4 or 5

6 or more

How difficult was it to find the building or meeting room?

Very easy

Easy

Difficult

Very difficult

Type of Meeting (circle one)

Members Absent (check one)

Regular

0-1

Special

2 or 3

Public Hearing

4 or 5

Exec Session

6 or more

Names of Absent Members

Number of Staff Present (circle one)

Staff Type Present (check all that apply)

0-1

Mayor

2 or 3

Administrators

4 or 5

Council Members

6 or more

Legal Officer

Police/safety

Other

Was the administrative assistant or the meeting planner accessible?

Yes

No

Was the board's website address easy to locate?

Yes

No

Could not find one

They do not have one

Was the information on the board's website helpful?

Yes

No

Could not find one

They do not have one

Media Coverage

Audience

Yes

under 5

6 to 12

13 to 20

over 20

No

Special Interests

Facilities (check those that apply)

Adequate space

Well lit

Handicapped Access

Could hear

Could see members

Clean

Proceedings (check all that occurred)

Meeting opened with a prayer

Agendas were available

Meeting started on time

Meeting was under control

Members appeared to be prepared

Members were attentive/alert

Adequate discussion of issues

Decisions were "cut & dry"

Time allotted for public comment

Public comments were encouraged

Presenters were treated with respect

Visitors were treated with respect

Previous meeting minutes were available

What was the culture of the board by perception? For example was it warm, closed, friendly?

What are the procedures for the public to ask questions?

Please include any additional notes or comments here

Attach the agenda and mark all approved items