

How to Observe a Meeting

Obtain and read agenda before meeting

You can download agendas here: (<https://oakland.legistar.com/calendar.aspx>).

Printed agendas are usually on the table in meeting room.

Review supplemental reports if appropriate

You can find supplemental reports by clicking on an agenda and then scrolling down to the item of interest. Click on the blue number in parentheses below the agenda item and that should bring up supplemental reports on the item.

Wear League identification

Introduce yourself at the first meeting to the chair – or ask a League member to make an introduction. Note if your council person is on the committee – good time to make contact

Get clarification of acronyms and special terms you might not be acquainted with.

You are absolutely permitted to ask question – after the meeting is a good time

Take notes

Reports need to be completed in a timely way in order to be of consequence to the League. Please submit within one week.

Observer Reports

You can find the form at observercorps.org/report. Boxes can accept an unlimited amount of text - you can cut and paste into the report.

Your report will go to the Action Committee and you will automatically be sent a copy. Items of particular League interest will be sent onto the board to decide upon action.

As an observer, you are just observing. You must have permission from the League to speak for the League. You may speak at meetings but you must fill out a speaker card first.

Observer Corp Goal

The aim of the, *League of Women Voters of Oakland*, Observer Corps, (OC) is to, monitor the meetings of local government, city and state agencies and to report our findings, to the Action Committee, which will use the information to develop, advocacy positions, as well as to formulate direct action.

After attending a few meetings of your chosen Board or Commission, please let us know if that one is still of interest to you and you wish to continue. If not, there are other assignments. (contact info below)

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