



KITTITAS VALLEY
LEAGUE OF
WOMEN VOTERS®

www.KittitasLeague.org



Observer Corps Volunteer Guidelines

League Observers are an extension of the League in the community but they do not speak for the League.

Before attending a meeting, please read the LWW's *Observing Your Government in Action*. There is link to this publication on our website's Observer Corps page. In fact, there is a lot of information observers may need on this page, including links to the Observer Corps Report Form - KittitasLeague.org/Observer-Corps

Observers should:

1. Wear a League volunteer badge or observer corps pin
2. Arrange to be on email list of the commission, board, or committee the volunteer has signed up to observe
3. Verify date, time, and location of meetings
4. Before attending first meeting, review the Observer Corps Report Form to become familiar with the information needed to complete the form. Then Listen, Observe - especially action items - TAKE NOTES!
5. Do not speak (clarifying questions after meeting has ended are ok)
6. Be discrete and courteous.
7. Know the function of the agency, commission, board, or committee
8. Know the jurisdiction (city, county, region)
9. Learn the names and titles of the members
10. If asked by someone at the meeting why a League observer is present, the best answer is, "The League endorses transparency in government. Observing this meeting is one way we support that principle."
11. Become familiar with open government laws (especially Open Public Meetings Act and Public Records).
12. Submit a short report using the Observer Corps Report Form to the KVLWV Board within a week of the observed meeting

For the short report to be most useful, please keep the following in mind:

- Who attended, who was absent from the meeting?
- How was the meeting conducted. Any red flags regarding procedure, accountability, or transparency?
- Was the meeting announced in advance as required?
- Was the agenda provided in advance as required?
- Was the agenda followed or amended?
- Were decisions reached without discussion, indicating the agenda item was discussed prior to meeting?
- Did the meeting proceed in a professional manner?
- Was the meeting venue accessible to the public?
- Did any agenda items relate to League positions or priorities?
- Did any decisions relate to League positions or priorities?