

Observer Corps Procedures

League of Women Voters of Door County (LWVDC)

Levels of Involvement:

- **Regular observer:** chooses one body of government and attends in person, via zoom, by watching past videos and/or by reading minutes.
- **Occasional observer:** follows one particular issue or attends when interests and concerns arise.

Procedures: Observer Corps Members

1. Select a committee or governmental body to monitor. Identify the time and place of the meeting, the chair, and the board/committee members.
2. Contact the chair and clerk to introduce yourself. Arrange to get an agenda and materials packet prior to each meeting. Ask about procedures for public participation.
3. Become acquainted with how the committee or governmental body functions and its responsibilities.
4. Understand Open Meetings/Open Records Laws and be alert to potential compliance issues.
5. Attend meetings wearing a LWV button. Periodically introduce yourself and your purpose for being at the meeting.
6. Use the meeting agenda as a guide to record notations. Log in your attendance by completing the Observer Check-in Form on the League website. Contact the Action/OC Coordinators if there is an issue of concern.
7. **Do not address issues independently.** Collaborate with the Action/OC Coordinators, and Chair or designated Leadership Team member to act on behalf of the League.
8. Prior to making a LWVDC statement of oral testimony or submitting a written testimony, a copy should be reviewed by the Action/OC Coordinators, and Chair or designated Leadership Team member.
9. Remember that the League “speaks with one voice.” You are the eyes and ears only at these meetings. If you wish to speak for yourself, remove your LWV button and announce that you are speaking as a private citizen.
10. Use your role as an opportunity to build trust and respect. Being courteous and demonstrating that observers are there to learn and not judge, we become valuable resources to elected officials and support them on issues that align with League positions.