Observation of Public Meetings for Examples of Civil Discourse

Organization and Meeting Name_____   Date_____

Location _____ Observer_____ Security Guard Present Yes   No   NA

Audience: (If audience member is from a recognizable group, please include name of group after statements)

Yes	No	NA	Interrupting while someone is speaking or listening (group name if "yes")
Yes	No	NA	Shouting or yelling from the audience (group name if "yes")
Yes	No	NA	Being recognized by Board before speaking (group name if "no")
Yes	No	NA	Engaging in negative personal attacks (group name if "yes")
Yes	No	NA	Debating the policy, not the person (group name if "no")
Yes	No	NA	Ignoring directions given by the meeting chair (group name if "yes")
Yes	No	NA	Using intimidating body language such as standing or moving into the personal space of another (group name if "no")
Yes	No	NA	Treating others in courteous manner in person, online, or in written communication (group name if "no")

Board Members: (Please include name of board member after statements)

Yes	No	NA	Provide opportunities for public input on agenda items (name if "no")
Yes	No	NA	Shouting or yelling from the podium/dais (name if "yes")
Yes	No	NA	Resist efforts to find solutions or a course of action (name if "yes")
Yes	No	NA	Open to different perspectives (name if "no")
Yes	No	NA	Allow ideas to be expressed, opposed or clarified (name if "no")
Yes	No	NA	Provide unscheduled public appearance opportunities for input; if so when_____
Yes	No	NA	Treat others in courteous manner in person, online, in written communication (name if "no")
Yes	No	NA	Provided written behavior directions for public
Yes	No	NA	Appeared to not engage in civil discourse (name if "yes")

Board Chair:

Yes	No	NA	Follows meeting protocols
Yes	No	NA	Maintains control of the meeting
Yes	No	NA	Uses techniques to diffuse a tense situation
Yes	No	NA	Ensures respectful participation by all participants

Other Comments   _____

_____8/24/23 jbs