# GRADE YOUR GOVERNMENT

## About the rubric

How accessible is your local government? inewsource and its San Diego Documenters program evaluated the meetings and websites of 19 local governments in the region to find out. Want to know how other agencies — school districts, water authorities and more — would perform? You can use our rubric, too!

## How does it work?

Visit the agency's website. From there, you will navigate its tabs to access a variety of resources, including meeting agendas and agenda packets, meeting videos and livestreams and meeting calendars. Answer the questions with a yes/no response. Each "yes" counts as 1 point. At the end, you'll have a final score.

## Then what?

Let us know!

We want to hear how you used our rubric and your findings. Email us at contact@inewsource.org.

| Agenda accessibility<br>(Start at the homepage. Do not use the search bar to locate resources) | |
|---|---|
| Accessibility from homepage: Is there a direct tab or link to the governing body's page? | |
| Latest agenda: Is there a clear link to the most recent meeting agenda? | |
| Officials' names: Are officials' names clearly listed in the agenda? | |
| Full agenda packet: Is there a web-based agenda with clickable links to staff reports or other supporting documents or a PDF file that includes the full agenda packet? | |
| 72-Hour Rule: Was the agenda posted at least 72 hours before the meeting? | |
| Total | |

**Comments**

| Remote participation<br>(Review the most recent agenda) | |
|---|---|
| Live stream: Is there a link to watch the meeting live? | |
| Written public comment: Are there instructions to submit comments via email or web form? | |
| Live remote comment: Are there instructions for community members to provide live spoken comments via phone or other digital tools? | |
| Total | |

**Comments**

| Access to past meetings (Watch at least 15 minutes of latest meeting recording available) | |
|---|---|
| Video History: Are there videos available for the agency's last five meetings? | |
| Identifiable officials: Are board members clearly identified (on-screen text/nameplates)? | |
| Identifiable speakers: Does the agency provide a list of the public speakers' names? | |
| Meeting minutes: Are the minutes for the second-to-last meeting available? | |
| Audio quality: Can speakers be clearly heard in the recordings? | |
| (Extra credit) Video navigation: Does the video provide "clickable" navigation tools to jump to specific items? | |
| (Extra credit) Is a written transcript provided? | |
| **Total** | |

## Comments

| Schedules and attendance<br>(Review the meeting calendar and previous listings) | |
|---|---|
| Meeting calendar: Is there a list or calendar showing specific meeting dates for the full year? If the agency only discloses a recurring schedule (i.e. 2nd/4th Tuesdays), give 0.5 pts. | |
| Consistent meeting time: Did the last five meetings start at the same time? | |
| **Total** | |

**Comments**

| Accessibility to public officials (Review the governing body's designated page) | |
| --- | --- |
| Members: Are officials' (the members of the board) names clearly listed on the website? | |
| Contact information: Does the site include direct emails? | |
| Does the site include direct phone numbers for the elected officials? | |
| Does the site include a bio for each representative that is at least 50 words? | |
| Total | |

**Comments**

## FINAL SCORE

| How'd they do? | |
|---|---|
| 19 and above | |
| 14-18 | |
| 13 and below | |