eTransparency Survey - Definitions and relative weighting factors for each survey question

Item	Consensus Weighting	% of overall score	Comments on weighting	Definition
Website address	0	0.0%	redundant with all the following	Can you find the main URL for the government body? If you can not find this via a Google search there will be no need to proceed.
Phone	3	3.7%		Is the contact number to find information about meetings available?
Mailing Address	3	3.7%		Is the address to send requests for information found?
Meeting day(s) & Time	5	6.1%		Are there dates and times of scheduled public meetings posted?
Meeting location	5	6.1%		Is there information of where scheduled meetings will be held?
Agenda/Purpose posted?	5	6.1%		Are agendas for the meeting posted?
Agenda posted 48 hours prior?	0	0.0%	too difficult to get consistent data, only those websites with a posted timestamp allowed this to be determined	Can you tell if the agenda was posted at least 48 hours prior to meeting? (as required by IL law)
Full packet provided by staff to officials available before meeting?	5	6.1%		Are there full detail documents supporting the agenda provided? Typically the members of the body get these details (this not required by law)
Information on how to request hard copy?	1	1.2%		How do you request a printed copy?
Explanation of how to make public comments before an item of concern is voted on?	4.5	5.5%		Is there a public comment period before agenda items are discussed to allow the public to weigh in on issues before they are voted on, or instructions on how to request to speak?
How/when to make general public comments	2.5	3.1%		Is there a time for general public comments(non-agenda related)?
Approved minutes posted?	4	4.9%		Are minutes from previous meeting posted once they have been approved?
Approved budget?	8	9.8%		Is detail of the most recent approved budget available?
Proposed budget?	0	0.0%	no good way to get consistent data	Is detail of the most recent proposed budget available? NOTE: this may not apply. Leave blank if budget recently approved.
Audit details posted?	4	4.9%		Are details of independent financial audit available, including who performed audit, when, and findings?
Member names & contact information?	5	6.1%		Is a list of all members of the body available?
Phone	3	3.7%		Is the member's phone number listed?
Mailing address	3	3.7%		Is the member's mailing address listed?
Email	3	3.7%		Is the member's email address listed?
If appointed, by whom?	0	0.0%	often N/A no good way to score fairly	Does it show if this member was elected or appointed? If appoint what official made the appointment?
Length of term?	1	1.2%		Does it show how many years for the term?
When term expires?	1	1.2%		Does it show when the terms expire?
Paid?	1	1.2%		How much compensation is provided for the position?
Link to Freedom of Information Act form?	2	2.5%		Is there a form available to collect Freedom of Information request details?

To whom/how to send request?	10	12.3%		Are there instructions and an explanation of the Freedom of Information process, who to contact, and how to submit requests?
Social media used to convey time-sensitive information, publicize meetings, update to website?	1	1.2%	Usually this appears to be used for service information, not transparency & participation.	Can you find information on the website to "follow" the body on any social media?
Is there a Search function to find specific information?	1.5	1.8%		Does the web site have a search feature that lets you find documents and pages within the website?
*Based on the type of government body being surveyed pick **the ONE** of the following questions that best fits and see if it can be answered:*	0	0.0%	Decided that this is more about service and not transparency & participation	
City/County Governments: Can you find the process and form to file a complaint against a police officer?				
School District: Can you find the Sex/Reproductive Health Curriculum Policy and Curriculum?				
Park District: Can you find pricing for facility rental?				
Others: Who do I contact if I have problem with their service?				