

Date: December 7, 2023

Annual Evaluation Process of the Commission Secretary (DRAFT)

1. The Elections Commission (“Commission”) shall conduct its annual evaluation of the Commission Secretary (“Secretary”) starting at or around the Commission’s December meeting of each year. This is partly to coincide with the end of the Commission President’s (“President”) term since, per the Commission Bylaws, the Secretary serves as Executive Assistant to the President and the President is responsible for assigning duties to the Secretary throughout the year.
2. During the meeting two months before the Commission first discusses the evaluation (e.g. the October meeting), the President will ask the Secretary to fill out their self-evaluation on the following page before the next month’s meeting.
3. During the meeting one month before the meeting the Commission first discusses the evaluation (e.g. the November meeting), the President will ask all Commissioners to fill out the evaluation form on the following page for completion at least one week before the next month’s meeting. The President will email the Secretary’s self-evaluation to all Commissioners before or immediately after the meeting one month before so the Commissioners can read the self-evaluation when completing their evaluation.
4. By at least one week before the meeting at which the evaluation is discussed, Commissioners should send their completed form to the President. The one week is to give Commissioners enough time to read and review each other’s forms before the meeting. Once the President has received all the Commissioner evaluations, the President will confidentially send the completed forms to all Commissioners for review.
5. Also before the meeting, the President will ask the Secretary if they would like an opportunity to speak with the Commission about their performance evaluation during the meeting closed session. It’s not necessary for the Secretary to do this.
6. At the meeting, the Commission will discuss the Secretary’s performance and all the completed forms. The Commission will come up with and vote to approve a single completed evaluation form that reflects the evaluation of the Commission as a whole. If necessary, the Commission can take more than one meeting to do this.
7. After the meeting at which the Commission approves an evaluation form coming from the Commission as a whole, the President will share the completed form with the Secretary, either in person or by emailing it to the Secretary and copying the Vice President. If the President chooses to share it in person first, afterwards the President should email it to the Secretary, copying the Vice President, to provide a written record that the evaluation was sent. The President will then forward the email thread to the rest of the Commission so other Commissioners can have for future reference a record of what was sent.

Commission Secretary Self-Evaluation Form

1. So the Commission can better understand how your time is spent, describe which tasks take up most of your time and how many hours you spend on them each week on average (working on minutes, preparing for meetings, etc.).
2. In what areas do you think you have been excelling at most in your role?
3. Are there any areas where you feel you need to or are hoping to grow, learn, or improve?
4. Are there any challenges you are currently having in your role? Is there anything the Commission or the President can do to help you carry out your responsibilities more effectively?
5. Are there any other thoughts, suggestions, or questions you would like to share with the Commission?

Commission Secretary Evaluation Form

The Commission President should fill out all questions below. The rest of the Commission should fill out only the second group of questions.

Questions for the President to answer:

1. As the one who manages the Secretary from week to week and so the Commission can have a better understanding, describe at a high level the responsibilities and duties you have been assigning to the Secretary that you have been giving the highest priority.
2. How well has the Secretary been managing their time in completing their responsibilities?
3. How well has the Secretary been responding to feedback?

Questions for all Commissioners to answer:

4. In your observation, what are some things the Secretary has been doing especially well?
5. In your observation, are there any areas where you think the Secretary needs to improve?
6. On a scale of 1 to 5 (1=unsatisfactory, 2=needs improvement, 3=average, 4=above average, 5=superior), how would you rate the Secretary's overall performance, and why?
7. Do you have any other comments to share?