

# BCC Self-Evaluation Form

1. All members actively participate in discussions, and all members have opportunities to voice opinions/positions on agenda topics.

Not Met      1      2      3      4      5      Fully Met

2. Members come prepared to engage in discussion by reviewing materials provided prior to the meeting.

Not Met      1      2      3      4      5      Fully Met

3. Members engage in active listening and avoid interrupting other speakers.

Not Met      1      2      3      4      5      Fully Met

4. Members offer honest opinions and respect the viewpoints expressed by other members.

Not Met      1      2      3      4      5      Fully Met

5. Members honor City procedures and policies as outlined in City ordinances.

Not Met      1      2      3      4      5      Fully Met

6. Members represent the collective interest of current and future Madison residents.

Not Met      1      2      3      4      5      Fully Met

7. Members make decisions based on equity principles considering the decision's impact on all residents. The decision-making process considers: *Who benefits? Who is burdened? Who does not have a voice at the table? How can policymakers mitigate unintended consequences?*

Not Met      1      2      3      4      5      Fully Met

# BCC Self-Evaluation Form

## Guidelines for Using the Boards, Commissions, and Committees (BCCs) Self-Evaluation Form

Self-evaluation is a handy and powerful tool to maintain and continually improve excellence in governing. This approach calls for regular reflection and discussion of some aspect of committee discipline or job performance, preferably at each meeting. The purpose of the self-evaluation form is to guide discussion about where additional learning and growth would be useful. The self-evaluation is not a report card. Rather, the goal is to increase awareness and enable the BCC to maintain and improve the quality of its collective leadership. By engaging in these learning conversations at the end of each meeting and taking actions consistent with what emerges, the BCC will continue to develop its capacity to effectively communicate and equitably engage its members.

In order to satisfy MGO 33.01(9), BCCs can choose from the following options:

### **1. Member Observer**

The member observer is a member chosen to monitor the BCC's activity over the course of a meeting. The member observer fills out the BCC Self-Evaluation form and uses it as a guide for discussion during an agenda item at the end of the meeting without judgment or admonishment.

### **2. Whole Group Feedback**

This option allows each member of the BCC to fill out the form and discuss their results as a group at the end of each meeting as an item on the agenda.

### **3. Staff/BCC Leadership**

This option allows each member to fill out a self-evaluation form and send it to their committee staff person after each meeting. The staff person will then review the self-evaluation forms and promptly (before the next meeting) notify the BCC chair and vice-chair/co-chair of any self-evaluation questions that have received a score of 2 or lower. The BCC chair and vice-chair/co-chair will then put the topic as an item on the agenda at the next meeting for discussion.

In each of these cases, it is advisable to also plan on a quarterly reflection of the self-evaluation results from the previous quarter, in order to assess improvement and plan for next steps.