

ICVB Executive Director Performance Review Process

With direction from the City Attorney's office and utilizing the related language in the ICVB Board of Directors Bylaws, following is the procedure for conducting the Executive Director's performance review.

Please note:

- The Board Chair may NOT directly solicit input from individual Board members outside of a board meeting setting, as this would constitute a "walking quorum."
- The Board may only act as a body, and therefore no one individual nor one committee may act instead of the Board. Only the full Board may take action.
- All members of the Board, voting and non-voting, are considered members of the Board and are therefore eligible to participate in the Performance Review Process. However, only voting Board members may vote on any recommendations.

PROCESS

At least once annually, the Chair shall call a Special Meeting of the Board to establish goals and objectives for the Executive Director and the Bureau, to determine performance criteria, to review the performance of the Executive Director, and to make any determinations regarding incentive performance, as well as identify any opportunities for improvement. The Executive Director will deliver a written report to the full Board in advance of the meeting on the annual performance as compared to the goals that have been established. The Chair will encourage input from all Board Members in this meeting. Any direction, input or action approved by the Board as a result of this meeting will be communicated to the Executive Director either privately by the Chair or with the Board as a whole, at the Chair's discretion.

The Executive Director may discuss the annual report in an open meeting; however, the meeting will be convened in executive session to discuss the particulars of the Executive Director's performance and determine what level, if any, of merit increase and/or performance incentive compensation is appropriate.

Consideration of any merit increase typically follows the parameters established for all department heads in the City of Irving, although the Board has the authority to establish a merit increase, or not, as it sees fit.

The performance incentive is determined based on an annual set of weightings established the Board. These weightings may be finalized during the performance review, or during a subsequent meeting of the Executive Committee, for review and adoption by the Full Board.

The appropriate paperwork for any actions is forwarded to the City with the Board Chair's signature as authorization.