

TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
LEGAL PROFESSIONAL OF THE YEAR

RULES AND REGULATIONS

TO: ALL LOCAL CHAPTER DIRECTORS

FROM: Patti Heaney, PLS (pheaney@vbllp.com)
Texas ALP Awards Chairman

DEADLINE: February 1, 2011

- A. A Legal Professional of the Year award shall be presented at the Annual Conference each year. Any member in good standing of the Texas Association of Legal Professionals who has *at least five (5) years* of legal experience is eligible to compete for the award.
- B. Each local chapter has the privilege of sponsoring one applicant, who may or may not be the current winner of that local chapter's Legal Professional of the Year award. Additionally, each member in good standing may nominate one member as Legal Professional of the Year. Only one nomination will be considered for each nominee. In the event of multiple nominations, the first nomination received by the Awards Chairman will determine the nomination form to be considered and submitted to the judges.
- C. (1) All entries must be submitted on the Texas ALP nomination form (or a photocopy thereof).
- (2) All entries *must* be submitted in *duplicate* to the Awards Chairman. If additional space is needed to complete any section, the back of the nomination form should be used.
- (3) Observance of the *300-word limit* specified under "*Comments by Present Employer*" and "*Comments by Local Chapter*" or "*Comments by Nominating Member*" and observance of the *300-word limit* specified under "*Nominee Narrative*" is required. If the Awards Chairman finds that the material in these sections contains the use of numbers, the most current edition of *The Gregg Reference Manual* will be the deciding authority on how numbers will be counted in the tabulation of the word limit specified. The use of "and/or" will be counted as *two words* in the tabulation of the word limit specified. *Nominations will be disqualified if material in these sections exceeds the 300-word limit.*
- (4) ***Except for the "Comments by Present Employer" and "Comments by Local Chapter" or "Comments by Nominating Member," the NOMINEE MUST PERSONALLY COMPLETE THE NOMINATION FORM.***

D. No testimonial letters or other supporting documents will be considered by the judges.

E. All nominees will be judged on the following basis:

<i>Legal skills and experience</i>	40%
<i>Service to local, state and national associations</i>	40%
<i>Personal Interview</i>	20%

F. The Awards Chairman shall select three judges and three alternate judges to assist in the judging of the LPY competition. The names of such judges will be presented no later than January 1 to the Executive Committee for approval. Selection of the three LPY finalists and two LPY alternates will be made by the three judges (or alternate judges, if necessary).

G. To be eligible for judging, all entries must be hand delivered to the Awards Chairman by no later than February 1, postmarked by the United States Postal Service on or before February 1, or validated by an overnight delivery service that such parcel was placed in such service's depository on or before February 1, and received by the Awards Chairman on or before February 10. The Awards Chairman will disqualify any nominations not validated as specified above or received after February 10. FAXED NOMINATION FORMS WILL NOT BE ACCEPTED.

H. Nominating local chapter or nominating member should send an email to the Awards Chair stating the Texas ALP Nomination form has been sent in accordance with the Guidelines and Rules. Once the Awards Chair has received the TALP Nominating Form she will confirm receipt via email to the nominating local chapter or the nominating member.

I. The Awards Chairman shall submit redacted copies of all qualified entries to the judges no later than February 15. The name of the candidate, the candidate's address, and the name of the local chapter or nominating member are to be redacted from each entry sent to the judges.

As soon as the judges have made their decision, the Awards Chairman will, no later than March 10, notify each of the three finalists by telephone and first class mail and notify the two alternates by certified mail. The finalists will be furnished a copy of the information form to be completed by the finalists, which completed forms will be given to *The Texas Docket* Editor after official announcement of the finalists at the Annual Conference. In the event any finalist is unable to attend the Annual Conference, an alternate, selected by the judges, will be invited to attend, and thus will become a finalist.

The identity of the three finalists will be kept confidential by the Awards Chairman, Texas ALP President, and by the finalists themselves until the three finalists are announced by the Awards Chairman.

- J. The Awards Chairman will acknowledge receipt of each nomination received. The Awards Chairman will further, by either official report or direct mail, notify the local chapters whose entries have been disqualified, giving the reason(s) for disqualification.
- K. The judges shall conduct a personal, private interview with each of the three finalists at the Annual Conference, and thereafter, each judge will individually and independently rate the three finalists according to the criteria given. The judges and the Awards Chairman will then compile the results and determine the winner. The three finalists will be introduced and the winner announced at the Annual Conference.

The finalists' scores from Paragraph E above, will be carried forward and used as part of the scoring to determine the winner. During the interview, the finalists will be further judged on the basis of the following categories and the results recorded on a second rating sheet:

- Neatness of appearance
- Poise
- Personality
- Ability to converse

The finalist receiving the highest overall rating from both the initial scoring and the personal interview will be selected as the Legal Professional of the Year. In case of a tie, the judges will re-evaluate each finalist, giving further consideration to both rating areas, and will make a final decision.

- L. *A nominee will be disqualified if the nominee, or anyone else on the nominee's behalf, contacts any of the judges, personally, in writing, or by telephone.*
- M. (1) The rating sheets used by the judges are considered to be **CONFIDENTIAL**. After the judging of the nominees has commenced, the information on the rating sheets will be viewed only by the President, the Awards Chairman, and the judges.
- (2) The final tabulation sheet prepared by the Awards Chairman from the individual rating sheets of the judges will be signed and dated by all three judges and the Awards Chairman following the final interviews at the Annual Conference. The President will approve and attest to the scoring, and will sign and date the final tabulation sheet.
- (3) At no time will the rating sheets or final tabulation form be duplicated for any nominee, finalist, or chapter for any purpose.
- (4) At the close of the Annual Conference, *all* rating sheets, evaluation forms, judges' notes, etc. and the final tabulation form will be sealed in an envelope by the Awards Chairman and delivered to the President for destruction.