

**TEXAS ASSOCIATION OF LEGAL PROFESSIONALS
LEGAL PROFESSIONAL OF THE YEAR
RULES AND REGULATIONS**

To: All local chapter Directors
From: Laura DeLeon, Texas ALP Awards Chair
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DEADLINE: Monday, February 28, 2022

- A. Each year at the Annual Conference of the Texas Association of Legal Professionals (TALP) a Legal Professional of the Year (LPY) will be presented. Any member in good standing of TALP who has at least five years' legal experience is eligible to be considered for the award.
- B. Each local chapter may sponsor one applicant, who may or may not be the current winner of the local LPY award. Additionally, each member in good standing may nominate one member as LPY. If an individual is nominated more than once, only the first application received by the Awards Chair will be submitted to the judges for consideration of award status.
- C. Submission of application:
 - (1) All entries must be submitted on the TALP original nomination form or a photocopy thereof.
 - (2) All entries must be submitted in duplicate to the Awards Chair. If additional space is needed to complete any section, the back of the nomination form should be used, and the section being completed should be clearly designated as a completion of the question on the application.
 - (3) The 300-word limit specified under "Comments by Present Employer," "Comments by Local Chapter," or "Comments by Nominating Member" as well as the "Nominee Narrative" will be strictly enforced. If the material in any of these sections contains numbers, the most current edition of *The Gregg Reference Manual* will be the deciding authority on tabulating word count. Nominations will be disqualified if the word count in any of 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. Testimonial letters and other supporting documents will not be considered by the judges.
- E. All nominees will be judged on the following criteria:
 - (1) Legal skills and experiences 40 percent
 - (2) Service to local and state associations 40 percent
 - (3) Personal interview (for finalists). 20 percent
- F. The Awards Chair will select three judges and three alternate judges who will be tasked with ranking the nomination forms to determine the finalists and the alternates. Alternate judges will become involved in the determination process only if any of the selected judges is unable to complete the determination process.
- G. To be eligible for judging, all entries must be
 - (1) Hand-delivered to the Awards Chair no later than February 28; or
 - (2) Postmarked by the United States Postal Service on or before February 28; or
 - (3) Validated by an overnight delivery service that such parcel was placed in a depository of the service on or before February 28.
 - (4) Received by the Awards Chair on or before March 7.

- H. The nominating local chapter or the nominating member should send an e-mail to the Awards Chair alerting the Chair to the fact that the TALP LPY nomination form has been sent in accordance with the guidelines and rules. When the Awards Chair receives the nomination form, the Chair will confirm receipt via e-mail to the nominating local chapter or the nominating member.
- I. The Awards Chair will notify any local chapter or nominating member if the submitted entry has been disqualified, giving the reason(s) for the disqualification.
- J. Post-selection
 - (1) After the judges have made their decision, but no later than March 19, the Awards Chair will notify each of the finalists by telephone and first class mail. The alternates will be notified by certified mail. Each finalist will be furnished a copy of the information form to be completed by the finalist and sent to the Awards Chair along with a photograph. These completed forms will be forwarded to the Editor of *The Texas Docket* after official announcement of the finalists at the Annual Conference. In the event any finalist is unable to attend the Annual Conference, and alternate, selected by the judges, will be invited to attend, and this will become a finalist.
 - (2) The identity of the finalists will be kept confidential by the Awards Chair, Texas ALP President, and the finalists themselves until the finalists are announced by the Awards Chair.
- K. Personal interviews:
 - (1) The judges shall conduct a personal, private interview with each of the finalists at the Annual Conference. At the conclusion of the interviews, each judge will individually and independently rate the three finalists according to the criteria given. The judges and the Awards Chair will compile the results and determine the winner. The finalists will be introduced and the winner announced at the Annual Conference.
 - (2) As set forth in Paragraph E above, these interviews will count as 20 percent of the total score for each finalist. The interview score will be added to the score of each finalist obtained from E(1) and E(2). Each finalist will be judged on
 - a. Neatness of appearance
 - b. Poise
 - c. Personality
 - d. Ability to converse.
 - (3) The finalist receiving the highest overall rating from totaling 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 reevaluate 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 behalf of the nominee contacts any of the judges personally, in writing, by telephone, or by any other method.**
- M. Rating Sheets
 - (1) The rating sheets used by the judges are confidential. After the judging of the nominees has commenced, the information contained on those sheets will be viewed only by the President, the Awards Chair, and the judges.
 - (2) At no time will the rating sheets or final tabulation forms be duplicated for any nominee, finalist, or chapter for any purpose. At the conclusion of the Annual Conference, these forms will be destroyed by the President.