

**PROCEDURES FOR**

**COUNTY ATTORNEY OUTSTANDING SERVICE AWARD**

**PURPOSE OF THE AWARD**

In addition to the traditional qualities of excellence in the practice of law, the award seeks to recognize a County Attorney or Assistant County Attorney practitioner who has provided outstanding service to the public and who possesses an exemplary reputation in the legal community, the highest of ethical standards, and who revels in maintaining a life that balances a passion for professional excellence with the joy of family and friends. In addition, the award seeks to recognize a person who exhibits qualities of openness and humility, coupled with a sincere concern for the interests of others, including the professional development of newer practitioners.

**PROCEDURE**

 1. The nominator must furnish basic information about the nominee by completing the

 attached nomination form or by furnishing the information called for on the form in a

 substantially identical format.

 2. The nominator needs to write a clear and concise statement in support of the nomination

 describing the significant and surpassing professional achievements in the field of county

 government law that have occurred or culminated during the previous year, conveying as

 much information about the personal characteristics of the nominee as the nominator

 thinks would be helpful to the nomination, and thoroughly describing how the nominee

 fulfills the criteria established for bestowing the award (see “Criteria”).

 3. The nominator may solicit or secure letters of endorsement of the nominee. The

 nominator should consider carefully the persons chosen to write the letters endorsing the

 nominee. Each letter should clearly and concisely convey information about the

 significant and surpassing professional achievements of the nominee in the field of local

 government law occurring or culminating in the previous year and the personal

 characteristics of the nominee, and should thoroughly describe how the nominee fulfills

 the criteria established for bestowing the award (see “Criteria”).

 4. The nominator must submit the completed nomination form, the statement in support of

 the nomination, and any letters of endorsement to CAASNY who, will forward these

 materials to the CAASNY Awards Committee for its recommendation. The Board of

 Directors will then review the nomination and submit its recommendation to the

 CAASNY Board of Directors. The Board of Directors will decide whether to make the

 award. The President will notify the nominator of the Board’s decision.

 **PLEASE BE AWARE THAT FULLY COMPLETED NOMINATIONS MUST**

 **ARRIVE AT THE CAASNY OFFICES BY NO LATER THAN THE DECEMBER 31st**

 **DEADLINE FOR THAT YEAR IN ORDER TO BE CONSIDERED. CAASNY**

 **RESERVIES THE RIGHT TO WITHHOLD BESTOWAL OF THE AWARD IN**

 **ANY GIVEN YEAR AND TO REJECT ANY AND ALL NOMINEES.**

1. Nominators may re-submit nominations from previous years, if appropriate.

 2. The award will be presented to the person selected to receive the award at a formal

 awards ceremony held during that year’s CAASNY Annual Conference.