

## LEGAL SUPPORT SPECIALIST OF THE YEAR AWARD

### *Excerpted from Standing Rule VI. Awards and Competitions; D. Legal Support Specialist of the Year Award, as adopted in October 2006:*

The following rules will govern the competition:

1. Any member in good standing of FALSS who has at least five (5) years legal experience is eligible to compete for the FALSS Legal Support Specialist of the Year (LSSY) award. Present FALSS elected officers, any winner of this award, and the current Legal Support Specialist of the Year Chair are ineligible to compete. Any LSSY Committee member who is nominated shall immediately cease to function as an LSSY Committee member.
2. Any FALSS member has the privilege of sponsoring one applicant, who may or may not be the current winner of the local chapter LSSY award.
3. Entries shall be on forms approved by the FALSS Board of Directors and distributed at the Third Quarter Membership Meeting. They shall be submitted in quadruplicate to the Chair. Applications will be disqualified if not in compliance with the rules. No entries are permitted to be submitted by telephonic facsimile (FAX) transmittal.
4. All nominees will be judged on the following basis:
  - Qualities pertaining to being a legal support specialist – 50%
  - Service to State and Local Associations – 45%
  - Civic and Charitable activities – 5%
5. Selection of the three (3) finalists will be made by the judges.
6. All entries must be postmarked by March 1 of each year; entries not so postmarked shall be disqualified.
7. Committee members shall submit names and qualifications of prospective judges to the Chair. The Chair shall select three (3) judges from the candidates submitted by the Committee.
8. All qualified entries shall be submitted to the judges by March 7. Upon receipt of the judges' first rating sheet, the three (3) finalists shall be chosen. In the event of a tie in third place, there shall be four (4) finalists chosen. The Chair shall notify each of the finalists by telephone, no later than April 1, followed by a certified letter. In the event any of the three finalists are unable to attend the convention, the entry with the next highest rating according to the first rating sheet shall become a finalist. However, in such event if there are four (4) finalists, no additional finalists shall be chosen.
9. The identity of the finalists shall be kept confidential by the Chair and the finalists until the finalists' names are announced by the Chair at the Annual Membership Meeting.
10. The Chair shall notify, by direct mail, all chapters or members whose entries have been disqualified, giving the reason for disqualification.
11. The same three judges that select the finalists shall conduct personal and private interviews with the finalists at the Annual Membership Meeting headquarters during the Annual Membership Meeting, and shall select the Legal Support Specialist of the Year.
12. The interviews will be judged on the basis of the following categories: neatness of appearance, poise, personality, and ability to converse, and the judges shall use a second rating sheet for this purpose.
13. Following the interviews, the second rating sheet shall be added to the first rating sheet for a combined total. Based upon the combined totals, the finalist receiving the highest rating shall be selected as the Legal Support Specialist of the Year. In the case of a tie, the judges shall re-evaluate each finalist, giving further consideration to both rating sheets and shall make the final decision.

14. After announcement of the winner at the Annual Membership Meeting Banquet, and prior to delivering files to the successor Chair, all rating sheets used in the conduct of the competition shall be destroyed.