

Norfolk & Portsmouth Bar Association
Standards & Guidelines for Selection of the Eggleston/I'Anson Professionalism Award Recipient

I. ELIGIBILITY

Current or former members of the Norfolk & Portsmouth Bar Association who have left the membership within the previous year due to retirement or death, except current members of the NPBA Professionalism Committee (the Committee) or the NPBA Executive Committee (the EC) are eligible to receive the Eggleston/I'Anson Professionalism Award.

II. SCREENING AND SELECTION CRITERIA

As described in Section III: (1) the Professionalism Committee is responsible for screening nominees for the Professionalism Award and recommending one or more finalists to the EC; and (2) the EC selects the recipient of the award from the Committee's recommended finalists, which may include finalists from the previous year. In performing their screening and selection functions, the Committee and the EC should apply the following criteria:

- A. The award recipient should exemplify the following standards of professionalism. The recipient has, over a substantial period of time, demonstrated:
 - 1. Respect for the law, the judicial system and the legal profession
 - 2. Respect for clients, court personnel and other counsel.
 - 3. Honesty, candor, fairness and competence before the Court and with counsel.
- B. The award is intended to recognize and honor personal and professional qualities, reputation and conduct. Leadership activities and service within the bar or the community in general, while probative of professionalism, should not be considered essential in the screening and selection process.
- C. Pro bono service should be considered in the screening process.
- D. Award recipients should be role models for other attorneys, particularly younger attorneys.

III. NOMINATION, SCREENING AND SELECTION PROCESS

A. Nominations

- 1. Any current member of the Norfolk & Portsmouth Bar Association may submit a nomination or nominations for the Professionalism Award.
- 2. In order to qualify for the Professionalism Award, an individual must be (1) an active member of the NPBA, or (2) a former active member whose membership was terminated due to retirement or death within one year of the date of the nomination.
- 3. The requirements of Section III may be waived by the EC, upon the recommendation of the Professionalism Committee, for the first year the award is presented.
- 4. All nominations must be submitted to the NPBA office no later than February 15.

B. Screening Process

- 1. No later than February 15, a sub-committee of the NPBA Professionalism Committee shall begin reviewing nominations for the award. Only those nominations submitted in accordance with Section III (A) shall be considered.
- 2. The screening subcommittee shall consist of a least four members of the Professionalism Committee, including the Professionalism Committee Chair and a former NPBA President

serving as a member of the Professionalism Committee.

3. In addition to considering candidates identified through the formal nomination process (Section III-A), the screening subcommittee may consider worthy, but unselected, finalists for the award in the current year.
4. All information gathered by the screening subcommittee shall be confidential, and sources shall be given appropriate assurances of confidentiality. In addition, the screening subcommittee's discussions and deliberations shall be confidential.
5. Campaigning for nominations shall be strongly discouraged.
6. By no later than March 1, the screening subcommittee shall report its findings to the full Professionalism Committee. The screening subcommittee may, but need not, present to the Committee a recommended list of finalists for the award.
7. After receiving and discussing the screening subcommittee's report, the full Committee shall, by secret ballot, select no more than five recommended finalists no later than March 15. The Committee's discussions and deliberations shall be confidential.
8. The Chairman of the full Committee shall immediately convey the results in a confidential written report to the EC. The report shall briefly describe the Committee's deliberations, identify the recommended finalists, and explain the rationale for each recommendation. The report shall not list the finalists in any order of preference or otherwise disclose the relative results of the Committee's screening vote.

C. Selection Process

1. Upon receiving the confidential written report, the NPBA President or his/her designee may make independent confidential inquiries regarding recommended finalists. In addition, the EC may request additional or more comprehensive information from the Committee.
2. The EC shall select the award recipient or recipients at the April meeting from the recommended finalists submitted by the Professionalism Committee. The Committee's list of recommended finalists in a given year is not exclusive. In addition to those candidates, The EC may consider unselected finalists from the previous year who were not nominated for the award in the current year.
3. The EC's selection deliberations shall occur in executive session. As part of the initial discussions, EC members should describe their personal knowledge and experiences regarding various finalists. Following this initial discussion, the EC shall review each finalist in light of the criteria defined in Section II (A) – (D) above.
4. The award shall not be an annual award, but shall be presented in a given year only if the EC deems it appropriate to do so.
5. No individual shall receive the award more than once.
6. The NPBA shall announce the recipient or recipients, if any, of the Eggleston/I' Anson Professionalism Award in May of each year; the presentation will be made at the NPBA Annual Meeting.
[As amended 12/15/2008.]