

NOMINATION INFORMATION FOR TCAA OUTSTANDING MENTOR AWARD

ORIGIN AND PURPOSE OF THE AWARD

The Outstanding Mentor Award is intended to recognize and honor a municipal attorney attorney his or her significant and distinguished mentoring achievements related to young attorneys and their practice in the field of municipal law.

PROCEDURE

1. The nominator furnishes basic information about the nominee by completing the nomination form, below (or furnishes the information called for by the form in a substantially identical format).
2. The nominator writes a clear and concise statement in support of the nomination describing the significant and distinguished mentoring achievements related to young attorneys and their practice in the field of municipal law, conveying as much information about the personal characteristics of the nominee as the nominator thinks would be helpful to the nomination, and thoroughly depicting how the nominee fulfills the criteria established for bestowing the award (see "Criteria," below).
3. The nominator transmits the completed nomination form to the TCAA General Counsel who, after adding TCAA staff comments, forwards them to the TCAA Board of Directors for decision. **FULLY COMPLETED NOMINATIONS MUST ARRIVE AT THE TCAA OFFICES BY NO LATER THAN THE ESTABLISHED DEADLINE TO BE CONSIDERED IN THAT YEAR'S AWARD PROCESS.** The decision of the Board of Directors will be rendered and the nominator will be notified of the decision.
4. TCAA reserves the right to withhold bestowal of the award in any given year and to reject any and all nominees.
5. Nominators may re-submit or the Board may consider nominations of nominees not selected in previous years, if appropriate.
6. The award will be presented to the person selected to receive the award at a formal awards ceremony held during that year's TCAA Summer Conference.

CRITERIA FOR BESTOWING THE AWARDS FOR OUTSTANDING MENTOR BY A CITY ATTORNEY

The following are all of the criteria against which each nominee will be measured. The Board of Directors does not expect any nominee to meet all of the criteria. However, the nominee who best meets the most criteria will be selected as that year's recipient. How the nominee meets the criteria should be thoroughly depicted in the nominator's statement in support of the nomination.

1. The nominee is an active or honorary member of TCAA.

2. The nominee has demonstrated the qualities of a mentor to one or more young municipal attorneys by, for example, (1) serving as a role model to young municipal lawyers in his or her community, (2) fostering the development of young municipal lawyers, and (3) significantly contributing to the profession and/or the community.
 3. The nominee's career achievements have enhanced the image of the municipal attorney both locally and nationally, especially in the courts at all levels. (Objective, results-oriented information should be provided showing how the nominee's achievements enhanced the esteem in which municipal attorneys are held by courts at all levels and how the achievements benefited the entire municipal law profession.)
 4. The nominee has received recognition either locally or nationally or both for his or her achievements.
 5. The nominee's career demonstrates his or her personal characteristics of integrity, honesty, leadership, selflessness, dedication, tact, diplomacy, political acuity, and astuteness in dealing with the press and the public. (Cite examples.)
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TCAA OUTSTANDING MENTOR AWARD NOMINATION FORM

Name of Nominee: _____

Title: _____

City Represented: _____

Educational Background:

Years in Public Service and Positions Held:

Service to the legal profession, including membership and offices held in bar associations and other relevant professional organizations (include pro bono work):

Community Service and Activities:

Publications, Awards, Honors:

The TCAA Outstanding Mentor Award is intended to recognize and honor its recipient for significant and distinguished mentoring to young municipal attorneys. Please state, in no more than 500 words, the reasons you believe the nominee deserves this Award.

Nominator: _____

Title: _____

City: _____

Date: _____

Please e-mail this completed form to miguel@tml.org no later than the close of business on the due date posted on the TCAA Web site.