

# *Legislative Education Staff Network*

*Connecting Legislative Education Staff Since 1986*

## **2010 LESN Recognition Award**

### *Award Guidelines*

#### **I. Eligibility; criteria; process for nomination**

##### **A. Eligibility**

1. The Legislative Education Staff Network (LESN) Recognition Award shall be given to one legislative education staff member annually who, in the discretion of the award selection committee, meets the criteria set forth in these guidelines.
2. Except as otherwise indicated herein, all legislative staff working on education policy are eligible to receive the recognition award.
3. Previous award winners and current members of the LESN steering committee shall not be eligible for nomination.

##### **B. Award Criteria**

Legislative staff nominated to receive the award:

1. Must contribute to the work of the Legislative Education Staff Network through two or more of the following:
  - Participation at national or regional meetings, webinars, projects or activities sponsored by the Education Commission of the States (ECS) or the National Conference of State Legislatures (NCSL) as a member of LESN;
  - Participation in the LESN listserv (*educ-l@ncsl.org*) through response to staff inquiries, posting of information and inquiries;
  - Contributions to LESN newsletter or other publications;
  - Participation in LESN seminars or activities as a presenter, facilitator or coordinator;
  - Served as a past member of the LESN steering committee; and
  - Other service or assistance.
2. Shall exhibit a high degree of professionalism, competence and integrity in service to the legislature and the public and expertise in education policy.
3. Shall have demonstrated one or more of the following:
  - Efforts to improve and support the state legislature and legislative institution;
  - Unique contributions to support the role and development of legislative education staff assistance to the legislative process; and
  - Interstate communication and collaboration among legislative education staff.

### *C. Process for Nomination*

1. Any person may make a nomination by submitting the nomination form by e-mail, fax or mail postmarked no later than **Friday, May 21**.
2. The form must be submitted to the following address, fax number or e-mail address:

Sara Shelton, NCSL LESN Staff Coordinator  
*National Conference of State Legislatures*  
7700 E. First Place  
Denver, CO 80230  
Phone: (303) 856-1647  
Fax: (303) 364-7800  
sara.shelton@ncsl.org
3. Nomination forms may be accompanied by no more than two (2) letters of recommendation, with no more than one such letter from a member of the nominee's state legislature.

## **II. Award Selection Process**

### *A. Award Selection Committee*

1. The selection committee shall consist of four members as follows: the current LESN steering committee co-chairs, and one current LESN steering committee member and one former steering committee member, each to be appointed by the current co-chairs.
2. A member of the selection committee shall excuse himself from the entire selection process if a legislative staff from the member's state is nominated for the award. ECS and NCSL LESN coordinators shall select substitute committee members as necessary to fill vacancies.
3. The selection committee shall review applications based upon the criteria set forth in I (B) to determine the award recipient. In making its award determination, the selection committee shall grant the following weights to the award criteria: *Criteria I (B)(1) Contributions to LESN: 50%; Criteria I (B)(2) Professionalism/Expertise: 25%; Criteria I (B)(3) Contributions to legislative process: 25%.*

### *B. Notification and Recognition of Award Recipient*

1. The award recipient will be notified no later than **Friday, June 4**.
2. The award recipient will be recognized at the **NCSL Legislative Summit in Louisville, Kentucky on July 25-28** and the **ECS National Forum in Portland, Oregon on August 18-20**.