



2013 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@nctl.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;

- Contributions of substantial magnitude (short term) to support the role and development of legislative education staff assistance to the legislative process;
- A legacy of contributions to the network over time; or
- 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 or fax no later than **Friday, May 31**.
2. The form must be submitted to the following e-mail address or fax number:

Emily Workman, ECSLESN Staff Coordinator
Education Commission of the States
 Phone: (303) 299-3631
 Fax: (303) 296-8332
 Email: eworkman@ecs.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 **Monday, June 10**.
2. The award recipient will be recognized at the **ECS National Forum in St. Louis, Missouri on June 25-27** and the **NCSL Legislative Summit in Atlanta, Georgia on August 12-15**.