



## **RICK PALMORE LCLD FELLOWS ALUMNI AWARD SELECTION PROCEDURES**

### **I. RICK PALMORE LCLD FELLOWS ALUMNI AWARD SELECTION PROCESS**

- A selection committee (“RPL Selection Committee”) will choose the recipient of the RICK PALMORE LCLD FELLOWS ALUMNI AWARD (RPL) each year.
- The RPL Selection Committee will be comprised of the following members of the Executive Council: the Secretary shall act as the chair of the RPL Committee, along with the current Chair, Immediate Past Chair, the Incoming Chair, the Historian, the Treasurer, and the two (2) Fellows Liaisons for each already-graduated Fellows Class (as of January of each calendar year). For 2016, the RPL Selection Committee shall have nine members – Secretary, Current Chair, Immediate Past-Chair, Incoming Chair, Historian, Treasurer, 2 Liaisons for 2011, 2012, 2013, and 2014 (2015 Liaisons will be on the RPL Selection Committee for the 2017 RPL award). Each successive RPL Selection Committee will have two additional members.
- The RPL Selection Committee members represent LCLD Fellows Alumni as a whole, and are tasked with choosing the most qualified and deserving recipient for the RPL, the LCLD Fellows Alumni’s highest honor.
- Anyone can nominate any or multiple RPL candidates each year.
- An RPL candidate can nominate him/herself each year.
- There is a maximum number of 2 RPLs that the RPL Selection Committee can choose each year. While this is the maximum number, the RPL Selection Committee does not have to choose 2 recipients each year. In its initial year (2015), the RPL Selection Committee will only select and award one recipient of the RPL. In 2016, the RPL Selection Committee will again select one recipient, with the Executive Council to evaluate in 2016 whether two candidates will be chosen in 2017.
- To the extent multiple RPL awards are given, the RPL Selection Committee shall use all best efforts, if possible, to (a) select one recipient for the award who is an in-house attorney and one recipient who is an attorney at a law firm and (b) select recipients from different Fellows Class years. Such efforts, however, shall not replace the RPL Selection Committee’s mandate to select the best possible recipients for the RPLs.

The evaluation process will consist of at least two rounds:

## FIRST ROUND – RANKING

- Upon receipt of the RPL candidates' materials, each RPL Selection Committee member will review and rank each RPL candidate with a score of 1 to 3, with 3 being the highest/best score.
- All the RPL Selection Committee members' rankings will be aggregated by the Chair, which the Secretary will verify. If there are more than ten RPL candidates, the top five RPL candidates with the highest total points will advance to the next round. If there are seven or less RPL candidates, the top three RPL candidates will advance to the next round.

## SECOND ROUND – CONFERENCE CALL(S)

- The RPL Selection Committee will convene via conference call(s) to discuss and evaluate the RPL candidates who have advanced to this round.
- The RPL Selection Committee will choose the RPL by a super-majority vote.
- Multiple rounds of voting regarding the top RPL candidates may be required in order to achieve the super-majority needed.

## TIMING

The timing of the SRO selection process shall be as follows for 2016:

- Email announcement to LCLD Fellows Alumni membership calling for RPL candidates – Week of April 11, 2016
- Receipt of RPL candidates' materials end date – May 6, 2016 (Approximately one Month)
- Circulation of materials to the RPL Selection Committee – May 9, 2016
- Deliberation (via email and conference call(s)) of RPL Selection Committee end date – May 9 to May 20 (2 weeks)
- Notification to Executive Council of chosen RPL(s) – May 23, 2016
- Notification to RPL(s) – by May 30, 2016
- Receipt of RPL materials for inclusion in Conference program – June 10, 2016

## II. LCLD FELLOWS ALUMNI RPL SELECTION CRITERIA

The following are the selection criteria that the 2014-15 LCLD Fellows Alumni Executive Council approved, and were implemented beginning with the 2015 RPL.

The RPL Selection Committee will apply these criteria when choosing the RPLs each year. These criteria are intended to enable a complete review of each RPL candidate. The criteria should be reviewed in total, and no one particular criterion will be determinative above others when considering each candidate.

1. Lifetime of achievements, commitment, and leadership that have paved the way for the:
  - a. Furtherance of the LCLD Mission:
    - i. leadership - dedication to creating a truly diverse U.S. legal profession;
    - ii. action - participation in and assistance with programs designed to attract, inspire, and nurture the talent in society and within our organizations, thereby helping a new and more diverse generation of attorneys ascend to positions of leadership; and
    - iii. results - working to promote inclusiveness in our institutions, our circles of influence, and our society, with the ultimate goal of building a more open and diverse legal profession; and/or
  - b. Advancement of diverse attorneys;
  - c. Advancement and strengthening of the local and national diversity communities; and
  - d. Furtherance of the LCLD Fellows Alumni mission.
2. Continued involvement with LCLD Fellows Alumni and participation in LCLD events (i.e., leadership lunches, learning experiences, Annual LCLD Fellows Alumni Conference).
3. Inspirational pioneer or leader in his/her chosen field(s) of endeavor, including any accomplishments that broke a barrier(s) or resulted in attaining a goal not yet previously attained by an diverse attorney, including diversity and inclusion achievements such as those for:
  - a. Practice Area;
  - b. Ethnicity;
  - c. Gender; and/or
  - d. Geography.

LCLD Fellows Alumni Executive Council  
Approved April 2016