

## Committee Awards

The City Bar encourages committees to find creative ways to recognize and honor significant contributions to the legal profession. Any request to create an award program or other form of recognition should be submitted to Martha Harris, Senior Director of Programming and Committee Engagement at [mharris@nycbar.org](mailto:mharris@nycbar.org), and must include the following information:

1. **Name.** Provide the proposed name for the award. If the committee would like to name the award after a particular individual, please describe how that person exemplifies the purpose of the award.
2. **Purpose.** What is the award intended to recognize? For example: pro bono work or other public service, excellence in or significant contributions to a particular area of law, outstanding display of a particular characteristic (such as mentorship, leadership, humanity, integrity, professionalism) or skill (advocacy, negotiation, entrepreneurship), trailblazing accomplishments by those who have overcome significant obstacles to enter or remain in the profession, rising stars and lifetime achievement.
3. **Nomination Criteria and Process.** Describe the materials required to nominate an individual or organization, or submit a proposed nomination form. Describe who may submit nominations, such as the committee or a subcommittee, all City Bar members in good standing or those outside the City Bar. Provide deadlines and timeframe for nomination. Members of the awarding committee cannot be eligible for nomination.
4. **Selection Criteria and Process.** Describe the criteria that will be used to select the honoree. Provide deadlines and timeframe for selection. Describe the process for selection – will the entire committee vote, or will a subcommittee be formed?
5. **Funding.** Describe the committee's plan to fund the award (for the short and long term), including the reception or event (if any).
6. **Recurrence.** Describe how often the committee expects to offer the award. For example: annually, every five years, only when suitable nominees are presented, etc.

The Association reserves the right in its sole discretion to approve, modify or deny any such request.