**Guidelines**

**Pennsylvania Bar Association Commission on Women in the Profession**

**Anne X. Alpern and Lynette Norton Awards**

* Candidate will be considered only for the Award for which they have been nominated, and may not be considered for both Awards during the same year. If a Candidate is nominated for both Awards, the PBA staff will contact the nominator(s) and request that the nominator(s) select the Award for which the Candidate will be considered. If the PBA staff does not receive a response before the application materials are to be sent to the Awards Committee, the nomination materials which were received first will be forwarded to the Awards Committee.
* If a member of the Awards Committee is nominated for an Award and wishes to be considered, she must resign from the Awards Committee.
* Members of the Executive Council, with the exception of the Awards Committee members, may submit nominations and letters of recommendations for nominees.
* Members of the Award Committee are limited to three consecutive one-year terms.

**Criteria**

**Anne X. Alpern Award**

**Pennsylvania Bar Association Commission on Women in the Profession (WIP)**

* Must be a female member of the Bar of the Commonwealth of Pennsylvania, although she may be a non-practicing attorney or an educator.
* Must practice or conduct professional activity primarily in Pennsylvania.
* Must have had a significant professional impact in Pennsylvania, having demonstrated leadership in her law-related profession and her community and having practiced in mentoring activities.
* Must have engaged in significant activities on behalf of women in the profession.
* Candidate must be a member in good standing of the Pennsylvania Bar Association (PBA) at the time the award is presented to her at the WIP Annual Conference.
* Candidate does not have to be a member of the PBA’s Commission on Women in the Profession (WIP) when nominated; however, the Awards Committee may take such membership into consideration when evaluating candidate.
* Candidate cannot be a member of the Awards Committee or a member of the immediate family of a member of the Awards Committee.
* Unless the award is given posthumously, Candidate must be able to attend the WIP Annual Conference and accept the award in-person.
* Award nominations will be considered for the year in which they were submitted. A Candidate may be re-considered the following year if the original nominator submits written notification to that effect and submits an updated nomination form no later than December 4, 2017. The re-nomination letter, updated letters of recommendation and any supplemental materials must be received within the nomination deadline of December 4, 2017 established by the Commission. This does not prohibit a new nominator from submitting an application nominating the previously nominated candidate.

**Criteria**

**Lynette Norton Award**

**Pennsylvania Bar Association Commission on Women in the Profession (WIP)**

* Must be a female member of the Bar of the Commonwealth of Pennsylvania.
* Must be an attorney who excels in litigation of any type.
* Must have demonstrated leadership in mentoring female attorneys.
* Candidate must be a member in good standing of the Pennsylvania Bar Association (PBA) at the time the award is presented to her at the WIP Annual Conference.
* Candidate does not have to be a member of the PBA’s Commission on Women in the Profession (WIP) when nominated; however, the Awards Committee may take such membership into consideration when evaluating candidate.
* Candidate cannot be a member of the Awards Committee or a member of the immediate family of a member of the Awards Committee.
* Unless the award is given posthumously, Candidate must be able to attend the WIP Annual Conference and accept the award in-person.
* Award nominations will be considered for the year in which they were submitted. A Candidate may be re-considered the following year if the original nominator submits written notification to that effect and submits an updated nomination form. The re-nomination letter, updated letters of recommendation and any supplemental materials must be received within the nomination deadline established by the Commission. This does not prohibit a new nominator from submitting an application nominating the previously nominated candidate.