

ADMISSIONS COMMITTEE

Applicable Rules:

Pursuant to Rule 31(1)(a), the Executive appoints an Admissions Committee:

to examine applications for admission as students-at-law and members, and to make recommendations to the Executive on any other matter relating to admissions coming within the jurisdiction of the Executive

Responsibilities:

- Review those applications for admission to the LSNT that are referred to it by the Secretary or Deputy Secretary to determine each applicant's eligibility for admission pursuant to the requirements within the *Legal Profession Act* and the Rules of the LSNT;
- Make recommendations to the Executive on the admission of applicants as members to the LSNT;
- Create, administer and mark examinations for admission where required;
- Address questions relevant to admissions to the LSNT referred to the Committee by the Executive;
- Monitor local and national trends in law society admissions and recommend revisions to existing legislation, rules, policies or guidelines to reflect those emerging trends;
- Deliver an annual Continuing Professional Development (CPD) presentation on the requirements for and oversight of admissions to the LSNT;
- Provide the Executive or the Executive Director advice and assistance on matters of admissions as and when requested;
- Conduct show cause hearings under Rule 47;
- Make recommendations under Rule 48;
- Recommend to the Executive approval of applications for articles and temporary articles under to Rule 53;
- If requested to do so by the Executive, assess applications for change of status under to Rule 57; and
- Recommend to the Executive what further period of articles should be required pursuant to Rule 83(3).

Training is provided for the work of the Committee. Staff liaison to the Committee is provided by the administrative assistant and the Communications and Planning Coordinator.

The Committee should have a minimum of fifteen members plus the Chair.

The Chair will be chosen from among the members. There will be two Vice-chairs appointed by the Chair. Chairs and Vice-chairs will be chosen so that there is one member from the private bar, one member from the Territorial Government and one member from the Federal Government. The Chair will be familiar with the *Act*, Rules and policies as they apply to admissions, and have good conflict resolution skills.

Membership Qualifications:

Membership should reflect the diversity of law practice in the NWT. All members shall have the following knowledge and skills which may be achieved through training:

- Knowledge of the regulatory framework of the LSNT, with a thorough understanding of the *Legal Profession Act* and Rules related to admissions, which may be provided through training; and
- The ability to respond within defined timelines and/or short notice to review and make recommendations on applications for admissions.

Reporting Requirements:

The Committee will report to the Executive on a semi-annual basis providing statistical information on membership application referrals and approvals/denials and information on trends in admissions that have been noted at the local or national level. In addition, the Committee will prepare an annual report for publication in the proceedings of the Annual General Meeting of the LSNT.