

LSBC Tribunal – Chair’s Roundtable

Terms of Reference

Purpose

1. The purpose of the Chair’s Roundtable is to provide an opportunity for the LSBC Tribunal to obtain feedback from the public and those who regularly practice before the Tribunal on the LSBC Tribunal’s website, policies, processes, practices and procedures.
2. The Chair’s Roundtable will focus on the effectiveness of how the LSBC Tribunal conducts its proceedings. The Roundtable will not discuss any substantive issues about a discipline or credentials (licensing) matter, including the merits of individual cases and substantive issues of law. The Roundtable will also not discuss issues outside the scope of the LSBC Tribunal’s control, including the content of or proposed changes to the *Legal Profession Act*, the Law Society Rules, the *Code of Professional Conduct for British Columbia*, as well as Law Society’s own processes.

Membership

3. The Roundtable will be composed of the following members:
 - a. The Tribunal Chair;
 - b. Two individuals selected by the Tribunal Chair from the Tribunal Office;
 - c. Two individuals who regularly represent licensees and/or licence applicants before the Tribunal. These members will be chosen by the Tribunal Chair following a request for expressions of interest;
 - d. Two individuals who regularly represent the Law Society of British Columbia before the Tribunal. These members will be chosen by the Law Society’s Executive Director.
 - e. Two members of the public (including lawyers who were witnesses and/or complainants). These members will be chosen by the Tribunal Chair following a request for expressions of interest.
4. The Tribunal Chair retains the authority to invite additional representatives to attend the Roundtable.

Term

5. The Executive Director and the Tribunal's Chairs selections as to their respective representatives will be indicated in writing to the Tribunal in November of every second year, for appointment commencing the following January.
6. Licensee and Licence Applicant Representatives, and Public Representatives, will be appointed by the Tribunal Chair for two-year terms, renewable once.

Roles and Responsibilities

7. The Roundtable will be chaired by the Tribunal Chair. Administrative support will be provided by the Tribunal Office staff.

Meetings

8. The Chair's Roundtable will meet at least twice per year.
9. The Tribunal Chair will prepare the agenda for each meeting, after requesting proposed agenda items from Chair's Roundtable members.
10. In order to encourage an honest and open discussion, members will maintain confidentiality and discretion with respect to matters discussed at the Chair's Roundtable.
11. No votes or minutes will be taken at Roundtable meetings.