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Extension of Dates

330 The Executive Committee may, on application by the Executive Director, extend any date mandated by this Part.

PART 4

Meetings of the Society

Annual General Meeting

401(1) The annual general meeting of the Society shall take place each year at the time and place set by the Benchers.

(2) Unless the Benchers otherwise direct, the annual general meeting shall be held in Saskatchewan.

(3) The Executive Director shall mail to every member of the Society, at least 21 days before the date set for the annual general meeting:

- (a) written notice of the date, time and place of the meeting;
- (b) copies of any resolutions received and approved pursuant to Rule 402;
- (c) notice that the audited financial statement of the Society's most recently completed fiscal year and a report of the Society's proceedings since the last annual report are available to every member; and
- (d) information as to how to obtain copies of the audited financial statement and the annual report.

(4) The unintentional failure to give notice of the meeting to any member or the non-receipt of the notice does not invalidate anything done at the meeting.

[Rule 401(3)(b) amended, April 28, 2023]

Member Resolutions at an Annual General Meeting

402(1) A resolution presented by a member for consideration at an annual general meeting of the Society must:

- (a) be in writing;
- (b) be delivered to the Executive Committee via the Executive Director at least 30 days before the date set for the annual general meeting of the Society;
- (c) state the subject matter of the resolution in sufficient detail, including appropriate supporting materials, to permit members to form a reasoned judgment about it; and
- (d) reasonably relate to the responsibilities and duties of the Benchers and the Society under the Act.

(2) The Executive Committee shall review resolutions received and approve for the agenda resolutions that they determine are in compliance with subrule (1).

[New Rule 402(1) and (2) and Heading added, April 28, 2023]

Special General Meeting

403(1) A special general meeting of the Society shall take place in Saskatchewan at the time and place set by the Benchers.

(2) The Benchers shall convene a special general meeting of the Society, on the written request of 50 members, that:

- (a) is delivered to the Executive Director;

- (b) states the nature of the business that the members propose for consideration at the meeting; and
 - (c) includes any resolutions to be considered at the special general meeting.
- (3) A special general meeting convened pursuant to subrule (2) shall be held not more than 60 days after the Executive Director receives the request.
- (4) The Executive Director shall mail to every member of the Society, at least 21 days before the date set for a special general meeting:
- (a) written notice of the date, time and place of the meeting;
 - (b) an agenda of the business to be considered at the meeting; and
 - (c) any resolutions included in the request for the special general meeting.
- (5) The unintentional failure to give notice of the meeting to any member or the non-receipt of the notice does not invalidate anything done at the meeting.
- (6) No business other than the business stated in the agenda referred to in subrule (4)(b) shall be considered at a special general meeting.

[Former Rule 402, Special General Meeting, changed to Rule 403; 403(2)(c) added; 403(4)(c) and (6) amended, April 28, 2023]

[Former Rule 403, Resolutions, deleted in its entirety, April 28, 2023]

Effect of Member Resolutions at General Meetings

404(1) Where a member resolution is passed at a general meeting the resolution shall:

- (a) be placed on the agenda for the next meeting of the Benchers; and
 - (b) be considered by the Benchers in the context of the responsibilities and duties of the Benchers and the mandate of the Society.
- (2) Member resolutions passed at a general meeting are not binding on the Benchers or the Society and may be approved, rejected or amended following Bencher consideration as set out in 404(1)(b).

[New Rule 404(1) and (2) and Heading added, April 28, 2023]

Procedure at General Meetings

405(1) A member is entitled to be present and speak at a general meeting.

- (2) The Chairperson of the general meeting may allow a person who is not a member to:
- (a) be present at a general meeting; or
 - (b) be present and speak at a general meeting.
- (3) Subject to subrule (4), the President or Vice-President or in the absence of both, one of the other Benchers present, shall preside at a general meeting.
- (4) The members present shall choose one of their number to be Chairperson if at a general meeting:
- (a) no Bencher is present 30 minutes after the time appointed for holding the meeting, or
 - (b) no Bencher who is present is willing to act as Chairperson.
- (5) At a general meeting, 30 members in good standing present at the meeting constitute a quorum.
- (6) At the commencement of the meeting, the Chairperson shall declare whether a quorum is present.

(7) If a quorum is not present 30 minutes after the time appointed for a general meeting, the meeting:

- (a) if convened on the written request of members, shall be terminated; or
- (b) in any other case may, as determined by the Chairperson, stand adjourned to a place and time within one week.

(8) No business, other than the election of a Chairperson and the adjournment or termination of the meeting, shall be commenced unless and until a quorum is present.

(9) If the Chairperson has declared that a quorum is present, a quorum shall be deemed to continue until a member present at the meeting challenges the existence of a quorum.

(10) The Chairperson shall set the agenda for a general meeting.

(11) If a dispute which is not provided for in the Act or these Rules arises concerning the procedure to be followed at a general meeting, the Chairperson shall resolve the matter.

(12) When there is an appeal from the decision of the Chairperson, the members present shall, without debate, vote on whether they are in favour of or opposed to sustaining the Chairperson's decision.

(13) A member in good standing who is present at a general meeting is entitled to one vote.

(14) Voting at a general meeting shall be by show of hands, unless the Chairperson orders a secret ballot.

(15) A member may not vote by proxy.

(16) A general meeting may be adjourned from time to time and from place to place.

(17) When a general meeting is adjourned in accordance with subrule (17), the Society shall not transact any business other than the business left unfinished at the meeting from which the adjournment took place.

(18) The Benchers may conduct a general meeting by joining together two or more locations:

- (a) by telephone; or
- (b) by any other means of communication which permits all persons participating in and entitled to vote at the meeting to hear each other.

(19) When a general meeting is conducted in accordance with subrule (19):

- (a) the Executive Director may appoint a member to act as local Chairperson of a joined location; and
- (b) a person participating in such a meeting is considered present at the meeting.

[Former Rule 404, Procedure at General Meetings, changed to Rule 405;
former Rule 404(11) deleted, changing the numbering sequence, April 28, 2023]

Conduct Investigation Committee to Direct Prosecution

1116 The Conduct Investigation Committee, or a designated subcommittee thereof, shall direct the prosecution of a Formal Complaint.

[Rule 1116 amended, June 25, 2021]

Amendment to Formal Complaint Before Hearing

1117(1) The Conduct Investigation Committee, or a designated subcommittee thereof, may amend the recommendation set out in its original motion made pursuant to subrule 1110(3)(e) at any time before the hearing.

(2) Amendments made pursuant to subrule (1) will form part of the Formal Complaint and may include, but are not limited to, removal or revision of allegations set out in the original motion.

(3) Notice of any amendments made pursuant to this Rule shall be served on the member not less than 30 days before the commencement of the hearing, unless the member consents in writing to a shorter period.

[Rule 1117(1) amended, June 25, 2021]

Appointment of Hearing Committee

1118(1) The Hearing Administrator shall, after receiving notice of a motion pursuant to Rule 1110(3)(e), draw from the Hearing Committee Roster to appoint a Hearing Committee and designate a Chairperson to hear and determine a Formal Complaint.

(2) Unless the Hearing Administrator concludes that there are extraordinary circumstances that make it impractical to appoint a Benchers as Chairperson of a Hearing Committee, the Chairperson of the Hearing Committee appointed in accordance with subrule (1) shall be a Benchers from the Hearing Committee Roster.

(3) If the Hearing Administrator concludes that there are extraordinary circumstances that make it impractical to appoint a Benchers as Chairperson of a Hearing Committee, a former Benchers or lawyer member of the Hearing Committee Roster may be appointed as the Chairperson of the Hearing Committee.

(4) Unless the Hearing Administrator concludes that there are extraordinary circumstances that make it impractical, one member of every Hearing Committee should be a Hearing Committee Roster member who is not a lawyer.

(5) If a member of a Hearing Committee appointed pursuant to this Rule is absent or unable to continue:

- (a) the Hearing Administrator may appoint another person to fill the vacancy; or
- (b) the Hearing Committee may continue in the absence of that member.

(6) A Hearing Committee appointed pursuant to this Rule is not a Committee within the meaning of section 7.1 of the Act and the duties of the Chairperson of a Hearing Committee to hear and determine a Formal Complaint shall not be delegated to any other person.

[Rule 1118(1) – (7)(a) amended, June 25, 2021]

[Rule 1118(1) – (4) amended; former (5) and (6) deleted, changing numbering sequence, April 28, 2023]

Notification of Parties

1119 The Society shall promptly serve the member with and notify the complainant and the Designated Representative in the member's firm, in writing, of any Formal Complaint and appointment of a Hearing Committee pursuant to Rule 1118.

Confidentiality

1120(1) Any of the following information considered or decisions made or action taken prior to the service of a Formal Complaint on the member pursuant to subrule 1110(4) and the appointment of a Hearing Committee pursuant to Rule 1118 shall be kept confidential and, unless otherwise ordered by the Chairperson of the Hearing Committee, or otherwise set out in the Rules, shall not be disclosed except for the purpose of complying with the objects of the Act or in responding to an enquiry made for the purpose of a potential judicial appointment:

- (a) information and documents considered; and
- (b) reports prepared, other than publication of anonymous Conduct Review Reports mentioned in subrule 1113(4).

(2) A discipline matter becomes public as soon as a Hearing Committee is appointed pursuant to Rule 1118 and a Formal Complaint has been served on the member pursuant to Rule 1110.

(3) Notwithstanding subrule (1), the Executive Director, in the Executive Director's sole discretion may, at any time, disclose to a law enforcement authority any information about possible criminal activity on the part of a member that is obtained during an investigation or audit pursuant to the Act.

Suspension of Member by Conduct Investigation Committee

1121(1) The Conduct Investigation Committee may suspend a member from practice pending:

- (a) the completion of an investigation and report; or
- (b) the decision of a Hearing Committee appointed pursuant to Rule 1118 to determine the matter.

(2) Subject to subrule (3), a suspension imposed pursuant to this Rule expires:

- (a) if the Conduct Investigation Committee directs that no Hearing Committee be appointed, on the day on which the Conduct Investigation Committee makes that direction; or
- (b) if a Hearing Committee is appointed pursuant to Rule 1118, on the completion of the hearing, unless the Hearing Committee continues the suspension beyond that day.

(3) Where a suspension is imposed pursuant to this Rule, the Conduct Investigation Committee may direct the Society to apply pursuant to section 61 of the Act for the appointment of a trustee.

Interim Suspension

1122(1) Subject to subrule (2), a Conduct Investigation Committee shall, before suspending a member pursuant to Rule 1121:

- (a) ensure that notice has been given to the member that consideration is being given to suspending the member, for the reasons specified in the notice; and
- (b) ensure that the member has a reasonable opportunity to make representations to the Conduct Investigation Committee respecting the suspension.

(2) A Conduct Investigation Committee may act pursuant to section 45 of the Act without complying with subrule (1) if it is satisfied that such action is necessary to protect the public or the member's clients, or both.

SCHEDULE 1

Law Society Fees and Assessments

Note: The federal goods and services tax applies to Law Society fees and assessments.

A. Active Member Annual Fee	\$
1. Practice fee.....	2,675
2. Special Fund assessment (included in Practice fee)	200
3. Late payment fee.....	75/wk or part thereof
4. Quarterly payment administration fee	100
B. Inactive Member Fees	
1. Inactive member annual fee	150
C. Liability Insurance Assessment	
1. Annual Assessment.....	1,849
2. Late payment fee.....	75/wk or part thereof
3. Insurance deductible reimbursement late payment fee	100
D. Student-at-law Fees	
1. Student-at-law application fee	175
2. Articling fee	175
3. Articling assignment fee	175
E. Admission as a Lawyer Fees	
1. Lawyer admission application fee	175
2. Lawyer enrollment fee	175
3. Admission on transfer application fee (Lawyer or Canadian Legal Advisor)	300
4. Admission on transfer enrollment fee (Lawyer or Canadian Legal Advisor)	1,000
F. Interjurisdictional Practice Permit	
1. Interjurisdictional Practice Permit	175
2. Interjurisdictional Practice Permit Renewal	175

G. Reinstatement Fees

1. By former member, following disbarment 2,000
2. By disqualified member becoming an active or inactive member 500 plus fee for year of default
3. All other applications for reinstatement 175

H. Certificate of Standing Fee

1. Certificate of Standing Fee 100

I. License and Permit Fees

1. Foreign legal consultant permit fee 500
2. Foreign legal consultant renewal fee 150

J. Waiver of Rules

1. First application 100
2. Each subsequent application respecting the same Rule 250

K. Professional Corporation

1. Application for registration of Professional Corporation 300
2. Application for registration of Limited Liability Partnership 200
3. Annual renewal for Professional Corporation 300

L. Continuing Professional Development

1. Approval of remedial CPD plan 500
2. Appeal of decisions 100
3. Reinstatement fee payable by member disqualified for failing to comply with
the CPD Policy 750
4. Late compliance fee 400

M. Firm Regulation Compliance

1. Late delivery fine 200
2. Compliance fine 500 per month

[Part D(4) and (5), Student-at-law Fees, deleted, May 1, 2020]

[Part G(2) amended, April 29, 2022]

[Part C(1) amended, May 11, 2022]

[Part A(1) and (2) amended; Part E(3) and (4) amended; Part K(1) and (3) amended, October 28, 2022]

[Part C(1) amended, April 28, 2023]