



Canadian Association of University Teachers
Association canadienne des professeures et professeurs d'université

Memorandum 19:39

Date: October 28, 2019

To: Presidents, Local, Federated and Provincial Associations
CAUT Executive Committee
Elections and Resolutions Committee
President, CAUT Defence Fund
President, NUCAUT

From: Brenda Austin-Smith, President

Re: **Notice of CAUT Council Meeting**
Westin Hotel Ottawa
Friday, November 29 to Sunday, December 1, 2019

Notice of Council

The CAUT Council meeting will take place in Ottawa at the Westin Hotel Ottawa from 1:30 p.m. Friday, November 29 until 12:00 noon Sunday, December 1, 2019. This notice is being sent out by electronic communication in accordance with the terms and conditions set forth in the CAUT By-law Number 1.

The preliminary agenda for the meeting as well as special program events, registration and hotel information are available at the CAUT Council website at: <https://council.caut.ca/>. Documentation and reports associated with the agenda will be added to this website once they are finalized. Delegates requesting a paper meeting package will be provided with one at the Council registration.

Member Resolutions

Member associations wishing to put forward a resolution are asked to please complete a *Council Motion Sheet* available on the [CAUT Council website](#).

Deadlines for submitting resolutions:

- **November 14:** deadline to be included in the printed Council meeting materials and the online meeting materials on the Council website to allow for translation, lay-out and print production.
- **November 28:** deadline to be included in the online meeting materials on the Council website, to allow for translation and lay-out.

- **November 29 – December 1:** Motions and resolutions can be submitted during the Council meeting via email at motions@CAUT.ca. Motions received at the Council meeting will not be included in the online meeting materials on the Council website or translated due to production requirements.

If you have any questions pertaining to Council, please also contact Marcel Roy (roy@caut.ca or 613-726-5167).