



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

Memorandum 24:12

Date: March 15, 2024

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

From: Peter McInnis, President

Re: **Notice of CAUT Council Meeting**
April 25-27, 2024
Delta Hotel Ottawa City Centre

This notice is being sent by electronic communication in accordance with the terms and conditions set forth in CAUT By-law Number 1.

The CAUT Council meeting will take place **April 25-27, 2024**, at the Delta Hotel Ottawa City Centre.

Included with this notice are the following documents:

- Council Agenda
- Council Motion Sheet

Member motions and resolutions

Member associations wishing to submit a motion or resolution should complete a **Council Motion Sheet** available on the **Council Website**.

Motions and resolutions must be submitted **by April 12, 2024**. Motions and resolutions received after this date, unless accepted as an emergency motion or resolution, will not be considered by Council.

Questions about submitting motions and resolutions should be directed to Margaret McGovern-Potié, Head of Executive Services, at **mcgovern@caut.ca** or 613-327-0211.

Review of CAUT policy statements

The following documents will be discussed during the Council meeting under item **13. CAUT Policies**:

13. CAUT Policies
 - A. Policy Statements
 - 1) Release Time
 - 2) Article Processing Fees
 - 3) Appointment Procedures
 - 4) Financial Exigency and Lay-offs
 - 5) Governance
 - 6) Performance Metrics
 - B. CAUT Awards Terms of Reference
 - 1) Lee Lorch
 - 2) CAUT Awards
 - a) Sarah Shorten
 - b) Donald C. Savage
 - c) Academic Librarians' and Archivists' Distinguished Service
 - d) Bernice Schrank
 - e) Equity

Associations and delegates are asked to review the policy statements and submit amendments **by April 12, 2024**, using the **Council Motion Sheet**. Amendments **must** be received by this deadline and will not be accepted during the Council meeting.

Meeting materials

The Council meeting materials can be accessed through a SharePoint site at the following link: **Council 2024-04**. Additional documents will be added once finalized for distribution.

Registration, hotel and travel information

Council registration forms and hotel and travel information are available on the Council website at: **<https://council.caut.ca/content/registration-hotel-travel-0>**.

If you have any questions regarding registration or require assistance with hotel or travel arrangements, please contact Marcel Roy, CAUT Meeting and Event Planner, at **roy@caut.ca** or 613-726-5167.