
Memorandum

Date: September 18, 2019

To: Executive Committee
Elections and Resolutions Committee
President, Defence Fund
President, NUCAUT
CAUT Staff

From: David Robinson, Executive Director

Re: **Request for Documentation for Council
November 29-December 1, 2019**

Please note the following deadlines for submission of documents to be included in the CAUT Council meeting materials:

By-Law/Constitutional Amendments

Documents such as By-law and constitutional amendments, amendments to rules of order, changes to terms of reference of standing committees, which require one month's notice prior to the Council meeting, must be received at the CAUT office **by October 18** in order to allow for translation and reproduction.

Reports

All other Council documents including CAUT departmental and CAUT Standing Committee reports must be received **by October 25** in order to allow for translation and reproduction. Please send all materials to Margaret McGovern-Poté (mcgovern@caut.ca). Documents submitted after these deadlines may not be included in the meeting materials due to translation and production timelines.