
Memorandum

Date: September 21, 2020

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**

The CAUT Council meeting will take place **Friday, November 27, 2020** from **12:30 pm to 4:30 pm (EST)**.

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 by **October 16** in order to allow for translation and reproduction.

Reports

All other Council documents, including CAUT departmental reports, must be received by **October 23** to allow for translation and reproduction.

To help ensure the completion of business during the time allotted for this meeting, we are requesting that some reports that are usually provided verbally at the Fall Council be provided in a written format, including the following:

- Reports from Standing Committees
- Reports from Committees of the Executive
- Working Group reports
- Report from FQPPU
- Report from FNEEQ-CSN
- Report of the CAUT Defence Fund
- Report of the National Union of CAUT

Please forward all documents by the above noted deadlines to Margaret McGovern-Poté, Executive Assistant to the Executive Director, at mcgovern@caut.ca.