

---

# Memorandum

**Date:** February 19, 2021

**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 online **Thursday, April 22, 2021** and **Friday, April 23, 2021** from **12:30 pm to 4:30 pm (Eastern Time)**.

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, should be received by **March 12** in order to allow for translation and reproduction.

## Reports

All other Council documents, including CAUT departmental reports, must be received by **March 19** to allow for translation and reproduction.

Please note that Standing Committees of Council are required to prepare a written report for presentation at the Spring meeting of the Council.

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