
Memorandum

Date: September 16, 2022

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

From: David Robinson, Executive Director

Re: **Request for Documentation for November 2022 Council Meeting**

The CAUT Council meeting will take place **Friday, November 25** and **Saturday, November 26, 2022**, from **10:30 am to 5:30 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 Bylaw and constitutional amendments, amendments to rules of order, changes to terms of reference of standing committees require one month's notice prior to the Council meeting. To allow for translation, such amendments should be received by **October 7 where possible**.

Reports

All other Council reports and documents must be received by **October 14** to allow for translation and reproduction.

Please forward all documents and reports by the above noted deadlines to Margaret McGovern-Poté, Head of Executive Services, at ED.office-bureau.DG@caut.ca.