
Memorandum

Date: September 20, 2024

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 2024 Council Meeting**

The CAUT Council meeting will take place **Friday, November 29 from 10:30 am to 5:30 pm** and **Saturday, November 30, 2024, from 9:00 am to 5:00 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, and changes to terms of reference of standing committees require one month's notice prior to the Council meeting and if possible, should be received by **October 11** to allow for translation and reproduction.

Reports

All other Council reports and documents must be received by **October 18** to allow for translation and reproduction.

Standing Committee chairs are not required to prepare written reports for presentation at the Fall meeting of Council. **Written reports will be requested for the Spring meeting.**

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.