



STANDING COMMITTEE MEETING REQUEST FORM

Use this form to make a committee meeting request. Submit by email to the Division Office. Please make sure your request is at least two (2) weeks away from your tentative meeting date to provide adequate time.

COMMITTEE:

FIRST CHOICE TENTATIVE DATE:

SECOND CHOICE TENTATIVE DATE:

TIME FRAME OF MEETING:

MORNING SESSION

AFTERNOON SESSION

START TIME:

MEETING DURATION:

(Note meeting length by hours)

VIRTUAL MEETINGS SHOULD TYPICALLY BE FOR A DURATION OF UP TO THREE (3) HOURS MAXIMUM.

EXPECTED END TIME:

HOW WILL THE MEETING BE CONDUCTED:



Via Videoconference



Via Teleconference
In extenuating circumstances only. Reason to be provided →



In-person meeting

IN-PERSON MEETINGS ARE SUSPENDED UNTIL FURTHER NOTICE FOR THE 2020-21 COMMITTEE TERM.

HOW TO REQUEST A MEETING DATE:

1. Select an Available Date.

Available Meeting Dates are indicated on the Division Meeting Calendar to be a tentative meeting date to choose from. To access the updated calendar, contact: Jodi Reavley at: j.reavley.cupe@sasktel.net

Available Meeting Dates will typically be on Tuesdays or Thursdays in either the morning or afternoon.

This meeting date requires confirmation from the Division Office to proceed.

2. Submit this Meeting Request Form to the Division Office by email.
3. Wait for a Reply from the Division Office.

The Division Office will review your committee's meeting request and reply with either a confirmation or declination with updated available meeting dates to assist the committee with selecting an alternative date.

The Division Office will supply the committee with a Webex Meeting Link to the virtual CUPE Saskatchewan Division Meeting Room.

Reason committee is requesting teleconference:

AGENDA OUTLINE FOR MEETING:

Request made by:

Date of this request:

Email to send reply:

SUBMIT BY EMAIL TO: Jodi Reavley at j.reavley.cupe@sasktel.net

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For more information and forms, visit: www.sk.cupe.ca/forms

