

# Excerpt from the SFS charter

## Chapter 2 General Assembly

### § 12 Ordinary meetings of the General Assembly

Item 7 Preparations ahead of the meeting shall be made according to the following time plan.

- The following shall be sent out no later than 15 January:
  - Notice of the meeting;
  - Annual report for the previous financial year;
  - Audit report and annual financial statements for the previous financial year, and
  - Nomination request from the Election Committee.
- Proposals shall be sent out no later than eight weeks before the meeting. [March 8th 2023]
- The following shall have been received by the Board no later than five weeks before the meeting: [March 29th 2023]
  - Motions;
  - Interpellations;
  - Applications for membership of SFS; and
  - Applications for resignation from SFS.
- The following shall be sent out no later than two weeks before the meeting: [April 19th 2023]
  - Proposal for agenda;
  - Motions and the Board's responses to motions;
  - Interpellations and the Board's responses to interpellations;
  - Documentation from the Election Committee;
  - Additional nominations;
  - Applications for membership of SFS;
  - Applications for resignation from SFS; and
  - Other General Assembly documents.