



# **Newsletter**

## **ORDINARY ASSEMBLY OF THE FAO STAFF COOP**

In accordance with its Statutes, the Board of Directors convenes an Ordinary Assembly on **Tuesday 12 March 2024** at 23:30 hrs (first call) and on **Wednesday 13 March 2024 at 17:30 hrs (second call) in King Faisal Room (D263, FAO)** to discuss the following Agenda:

- 1) Adoption of the Agenda
- 2) Report of the Board of Directors on 2023 activities
- 3) Report from the Chartered Accountants
- 4) Approval of 2023 Financial Statements
- 5) Approval of the Annual Membership Fees 2025
- 6) Approval of 2024 Programme of Work and Budget
- 7) Elections of the Board of Directors
- 8) Any other Business

**The Ballot Desk will be open on the same day, from 9:30 to 16:30 hrs in room E016, (FAO Building)**

Nominations and voting

All Full Coop members, enrolled at least three months before the date of the Assembly, are entitled to vote and be elected on the Board of Directors, upon payment of the annual fee. Associate members do not have the right to vote.

Nominations of eligible staff members are to be submitted, using the attached form, by email to [fao-staff-coop@fao.org](mailto:fao-staff-coop@fao.org) or directly to Room E.016 at FAO Staff Coop during opening hours, preferably by **noon on 12 March 2024** and in any case not later than the opening of the ballot desk.

Nominees may also submit a photograph and a short election statement indicating their background and the nature of their interest in the Staff Coop.

Nomination and Proxy forms are on page 2 and 3 of this Newsletter.

Summary of Duties and Responsibilities of members of the Board of Directors:

- Management and administration of the FAO Staff Coop, as established by Italian legislation and the Coop Statutes;
- Supervision of daily operations;
- Formulation of Programme of Work and Budget;
- Supervision of Social, Cultural and Sport activities;
- CASA Gazette, Coop Newsletter and Coop Website;
- Relationship with FAO Administration.

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*General Rules covering corporate responsibilities are outlined in 5<sup>th</sup> Book, 11<sup>th</sup> Para., from Art. 2621 of the Italian Civil Code. Copy of the Italian Civil Code and other relevant legal documents are available to members in the Coop Office (E.016). Please note that no official time is allowed by Administration to carry out Coop duties.*

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*In line with the Italian Civil Code (art. 2432), copy of the 2023 Financial Statements, the 2024 Budget, have been deposited in the Legal Headquarters (E.016), at the disposal of Full Coop members.*

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