REQUEST FOR EXCUSED ABSENCE

City of Chula Vista Boards, Commissions, and Committees

Name: _____ Date of Absence: _____

Board/Commission/Committee: _____

Chula Vista Municipal Code section 2.25.110 (C) allows board/commission/committee members, by a majority vote, to excuse a fellow board, commission, or committee member's absence from a meeting for any of the reasons listed below. **A member who is absent from three consecutive, regular meetings will be deemed to have vacated his or her membership, unless the member's absence is excused by a majority vote of the other members.** An absence is only recorded as "excused" upon receipt of a member's request and majority vote of the board/commission/committee to excuse the absence. Accordingly, if you have been absent from a regular meeting, please complete and submit this form to the chair or secretary.

Please indicate the reason for the absence:

☐ 1. Illness of the member, family member of the member, or personal friend of the member;

☐ 2. Business commitment of the member that interferes with the attendance of the member at a meeting;

☐ 3. Previously scheduled vacation of the member, notice of which was provided to the respective board or commission in advance of the meeting;

☐ 4. Attendance of the member at a funeral, religious service or ceremony, wedding, or other similarly significant event;

☐ 5. Unexpected, emergency situation that prohibits the member's attendance; or

☐ 6. Other reason for which the member has given notice to the secretary of his or her unavailability at least seven days in advance of the meeting.

OR

☐ The absence was not for any of the above-listed reasons. I understand that the absence will be recorded as unexcused.

I certify the reason for the absence indicated above is true and correct.

Member's Signature: _____ Date: _____

If completed by secretary or staff to board/commission/committee:

Completed on member's behalf by: _____ (secretary/liaison's name), per member's ☐ Verbal ☐ Written request on: _____ (date).