

REQUEST FOR EXCUSED ABSENCE
City of Chula Vista Boards, Commissions, and Committees

Name: Francisca Castro Date of Absence: 07/17/2024
Board/Commission/Committee: Veteran Advisory Commission

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, commission, or committee 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 chair or secretary of his or her unavailability 15 days in advance, as long as the unavailability is not expected to last for longer than 30 days.

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: [Signature] Date: 08/19/2024

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

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