



BOARDS, COMMISSIONS, AND COMMITTEES

EXCUSED ABSENCE REQUEST FORM

Submission of excused absence request and deadline. If a REGULAR MEMBER or ALTERNATE wants to request an absence be classified as excused, the person shall submit the request, on the City's form for that purpose [i.e. this form], to the BOARD LIAISON and/or the BOARD SUPPORT STAFF either prior to the absence, or no more than thirty (30) calendar days after the absence. The date of the absence shall be considered Day Zero (0). Mesquite City Code, Sec. 20-805. (a)(2).

General rule. An **EXCUSED ABSENCE** for any City board, commission, or committee REGULAR MEMBER or ALTERNATE is permissible for the following **occasional occurrence(s)**; but, subject to the * exception below, in no event will an absence be categorized as excused more than two (2) times in any 6-month period regardless of the reason(s):

- Personal or family illness. Date: _____
- Death of a family member. Date: _____
- Jury duty. Date: _____
- Service in the armed forces. Date: _____
- An absence necessary for the member's business or employment. Date: _____
- * Testifying before a court or the legislature (local, State, or federal) related to municipal matters of importance to the REGULAR MEMBERS' or ALTERNATES' board. Date: _____
- * Attending a conference or other seminar involving municipal matters of importance to the REGULAR MEMBERS' or ALTERNATES' board. Date: _____
- As otherwise determined by majority vote of a QUORUM, of the City Council present and voting, when the City Council is evaluating a "for cause" removal of a QUASI-JUDICIAL BOARD REGULAR MEMBER or ALTERNATE. Date: _____

* *Exception.* When the absence is for either testifying before a court or the legislature (local, State, or federal), or attending a conference or other seminar (when either one involves municipal matters of importance to the person's board) the absence shall be categorized as excused regardless of the number of absences the person has accumulated. Mesquite City Code, Sec. 20-805. (a)(2)(c).

Printed Name

Signature

OFFICE USE ONLY	
Date of Form Submission:	Excused: <input type="checkbox"/> YES <input type="checkbox"/> NO
Comments:	