MEMORANDUM

To: **Texas Governor's Committee on People with Disabilities**

From: **Lauren Taylor**

Date: **4/25/24**

Subject: **Absence from a Committee Meeting**

Please consider the following explanation as an excuse for missing the [fill in date] meeting of the Texas Governor's Committee on People with Disabilities. Thank you.

Date and Explanation for Absence: date missed: 4/26/24

I could not get off from work for the second meeting day.

Signature of Member:

Please submit to the Chair and Executive Director prior to the scheduled meeting. The request will be read during the Committee meeting and voted on, as required by statute. *(EXCERPT: Human Resources Code, Chapter 115. Sec.115.0023.) GROUNDS FOR REMOVAL: It is a ground for removal from the Committee that a member: (1) is ineligible for membership under Section 115.0021; (3) is absent from more than half of the regularly scheduled committee meetings that the member is eligible to attend during a calendar year without an excuse approved by a majority vote of the Committee.*

Signature of Chair: _____

Date of Acceptance: _____

Please return by mail or fax to: PO Box 12428 Austin, TX 78711 512-463-5745 (fax)