MEMORANDUM

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

From: Benjamin Willis

Date: 13 April 2024

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:

26 April 2024 – Scheduled School Activity

Signature of Member: Benjamin J. Willis

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)