ATTENDANCE REPORT/RECORD FOR CITY
BOARDS, COMMISSIONS AND COMMITTEE MEMBERS

Tucson Code Section 10A-134 (e) provides that: "A member of a body who misses four (4) consecutive meetings for any reason or who fails to attend for any reason at least forty (40%) percent of the meetings called in a calendar year is automatically and immediately removed as a member of the body".

Please keep a cumulative attendance record by entering "P" for present and "A" for absent in the column corresponding to the month of the meeting. Include **each meeting called,** even if no quorum was present. This form need not be prepared for meetings cancelled for reasons other than lack of a quorum (holiday recess, summer schedule, etc).

Submit this record to the City Clerk as soon as possible following the last meeting of each calendar year, or no later than January 15.

Additionally, forward a copy of this record to the City Clerk **IMMEDIATELY** whenever it indicates that a member is not in compliance with Section 10A-134(e).

NAME OF PUBLIC BODY:												
	DATE OF MEETING (2011)											
MEMBER'S NAME												

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Chairperson Date