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**Oakwood Surgery, Masham Road, Cantley, Doncaster DN4 6BU**

**Tel:  01302 531223**

**Chair Dr R Shah Treasurer Dr K Lee CEO Dr D Eggitt**

**Executive Officer Jane Torn**

**Email office@doncasterlmc.co.uk**

[**www.doncasterlmc.co.uk**](http://www.doncasterlmc.co.uk)

**RE LMC Meeting Non-attendance**

**Date**

Dear Dr **XXX**

Following your non-attendance at the three consecutive LMC meetings shown below I must remind you of the LMC constitution (clause 28 v) which I have also copied below for your convenience.

**Dates of non-attendance**

**Date 1**

**Date 2**

**Date 3**

**DISQUALIFICATION OR RETIREMENT OF MEMBERS**

28 A member of the Committee shall cease to be a member, thereby creating a casual vacancy, if:

1. **he/she has been absent from three consecutive meetings of the committee unless the committee, being satisfied that his/her absence was due to illness or other reasonable cause, resolved that he/she shall continue to be a member of the committee;**

If you would like to remain on the committee I would be grateful if you could let the executive committee know the reasonable cause for your non-attendance at the meetings as soon as possible.

It is important that you understand that if we do not hear from you before the next LMC meeting on **Date** your seat will become vacant.

Yours sincerely