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**CITY OF AURORA, COLORADO**

**VETERANS AFFAIRS COMMISSION**

**VIOLATIONS OF PROFESSIONAL CONDUCT**

**1. Purpose**: This Working Instruction outlines the Commissions process for holding Commissioners accountable for violating the professional standards provision of the By Laws.

**2. Process:**  If a Commissioner violates the professional standards provision of the By-Laws:

a. During a meeting: The Chairperson will call a recess and meet with the Commissioner individually in a private area.

b. Outside of a meeting: The Chairperson will meet with the Commissioner individually in a private area – this can be by phone.

c. During the private conversation, the Chairperson will discuss the violation with the Commissioner.

d. Based on the individual private meeting, the Chairperson may impose, if the infraction is :

(1) Minor: an oral and written warning which will be documented.

(2) Major (which includes acts of violence, threats towards Commissioners or City employees): removal from the Commission.