**AURORA VETERANS' AFFAIRS COMMISSION BY-LAWS**

**April 2021**

**ARTICLE I-NAME**

This commission shall be known as the Veterans' Affairs Commission as currently established by City Ordinance No. 95-53.

**ARTICLE II-PURPOSE**

The purpose of the Veterans' Affairs Commission shall be to advise and make recommendations to the City Council on the affairs and concerns of veterans in the City.

**ARTICLE III-MEMBERSHIP**

The Veterans’ Affairs Commission (VAC) is a 12-member body, which includes an alternate(non-voting) appointed by the City Council. Members serve for a term of three years, beginning at the time of appointment without compensation.

Replacement appointments are made as necessary to fill complete three-year terms. Candidates are requested to submit their applications to the City Manager's office. The assigned city liaison staff will review applications and forward them to the Chairperson of the Commission for assessment. Candidates who the Commission recommends be appointed, will have their names submitted to the City Council.

Any member may resign at any time by giving written notice to the Chairperson with a copy to the City Clerk's office. Any such resignation shall take effect at the time specified therein, or, if the time is not specified, it shall be immediately upon receipt. Unless designated therein, the acceptance of resignation shall not be necessary to make it effective.

To be eligible to apply for appointment to the Aurora Veterans' Affairs Commission, a person must:

A. Be a resident of Aurora, Colorado.

B. Be a registered voter.

C. Be an honorably discharged veteran of one of the Uniformed Services and be able to produce a DD form 214 (or equivalent) showing same or be serving on active duty with a Uniformed Service or serving as a traditional guardsmen/reservist or individual mobilization augmentee.

D. Be able to attend scheduled monthly meetings and devote sufficient time to accomplish the purposes and objectives of the Aurora Veterans' Affairs Commission.

E. Present members may request reappointment.

**ARTICLE IV-COMMISSI0N DUTIES**

The Aurora Veterans' Affairs Commission serves at the pleasure of the Aurora City Council to:

A. Advise the Aurora City Council on the concerns of veterans relating to transportation, housing, employment and other areas affecting veterans in the city.

B. Make recommendations as to the resolution of the aforementioned concerns.

C. Serve as a source of information regarding sources and services available to veterans.

D. Shall exercise such other powers and duties as may be assigned to it by the city council.

**ARTICLE V-DUTIES OF THE CHAIRPERSON AND VICE CHAIRPERSON**

A. Chairperson: The Chairperson shall preside over all Commission meetings. The Chairperson shall also appoint committees and committee chairpersons and is considered an ex-officio member of all committees. The Chairperson shall perform other duties as usually pertain to the office.

B. Vice-Chairperson: The Vice-Chairperson shall preside over all Commission meetings during the absence of the Chairperson. The Vice-chairperson shall appoint committees and committee chairpersons in the absence of the Chairperson. The Vice-Chairperson shall perform other duties as usually pertain to the office.

**ARTICLE VI-COMMITTEES**

As outlined in the chartering Ordinance, the Chairperson may establish committees and appoint committee chairpersons as deemed necessary from time to time in order to fulfill the objectives of the commission. The Chairperson and Vice Chairperson may not vote on agenda items at Committee meetings unless by doing so, they are breaking a tie vote or if they are participating in the committee as a committee member or the committee chairperson.

**ARTICLE VII-MEETINGS OF THE COMMISSION**

A. Time and Location: The regular meetings of the commission are scheduled at 6:00pm on the second Thursday of each month. Meetings are held at the Aurora Municipal Center, 15151 E Alameda Avenue, Aurora, Colorado, 80012. The Commission may elect to hold a meeting using technology when conducting a meeting at the Municipal Center is ill advised.

B. Attendance: Commissioners are required to attend 80% of the meetings. Failure to attend 80% of the scheduled meetings without prior notification of the Chairperson may result in removal from the Commission.

C. Participation: - Commissioners are expected to be active participants during Commission meetings and participate in Commission activities.

D. Additional Meetings - Additional meetings may be held from time to time as may be deemed necessary to fulfill the objectives of the Commission.

E. Quorum - At all meetings, a majority of the appointed commissioners shall constitute a quorum. If a quorum shall fail, the meeting may be a work session with those present.

### **ARTICLE VIII-AMENDING THE BYLAWS**

These bylaws can be amended at any regular meeting of the Commission by two-thirds (2/3) vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**ARTICLE IX-CITY LIAISON**

A. The City will appoint a liaison from among city staff to provide support to the Commission and enable it to carry out its functions. The liaison shall provide quarterly financial reports to the Commission on the status of the Commission’s funds.

B. Actions of the liaison on behalf of the Commission are subject to approval by the Commission Chairperson The liaison shall maintain all official Commission records and provide administrative support for Commission meetings.

C. All requests for city staff support should be coordinated with the Chairperson or Vice Chairperson prior to requesting support from the liaison.

**ARTICLE X-PARLIMENTARY AUTHORITY**

The rules contained in the most current edition of Robert's Rules of Order, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Commission may adopt.

**ARTICLE XI-PROFESSIONAL CONDUCT**

The Commission expects that Commissioners and City Officials shall:

A. Demonstrate respect for others

B. Be guided by personal conscience and the approbation of peers.

C. Strive to attain the highest level of interpersonal skill

D. Exemplify the ideals of public service.

E. Be a zealous advocate during Commission deliberations be harmonious. and not assume others have a hidden agenda.

F. Be sensitive and use moral judgment

G. Avoid unwelcome behavior that can be interpreted by others as offensive or severe or would be considered intimidating, hostile, or abusive.

H. Address a person’s behavior or difference of opinion, build on common understanding, but never attack or threaten another person.

Commissioners who violate any of these expectations will be held accountable using a process outlined by the Commission in a Working Instruction.