

AURORA VETERANS' AFFAIRS COMMISSION BY-LAWS
October 2024

ARTICLE I-NAME

This commission shall be known as the Veterans' Affairs Commission as currently established by City Code Sec. 2-851.

ARTICLE II-PURPOSE

The purpose of the Veterans' Affairs Commission as outlined in City Code Sec. 2-855.

ARTICLE III-MEMBERSHIP

The Veterans' Affairs Commission (VAC) membership is outlined in City Code Sec. 2-851. Terms of office are outlined in City Resolution R2013-03.

Replacement appointments are made as necessary to fill complete three-year terms. Candidates are requested to submit their applications to the City Clerk's office. The assigned city liaison staff will review applications and forward them to the Chairperson of the Commission for assessment. The Commission shall conduct interviews. Candidates will then have their names submitted to the City Council along with the Commission's recommendation regarding appointment.

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 meet the requirements of City Code 2-851.

ARTICLE IV-COMMISSION DUTIES

The Aurora Veterans' Affairs Commission serves the pleasure of the Aurora City Council to perform the responsibilities outlined in City Code 2-855 and Commission Working Instructions.

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 including maintaining the roster of commissioners and all working instructions.

ARTICLE VI-SUBCOMMITTEES

As outlined in the City Code Sec. 2-854, the Chairperson may establish subcommittees and appoint subcommittee 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 subcommittee meetings unless by doing so, they are breaking a tie vote or if they are participating in the subcommittee as a subcommittee member or the subcommittee chairperson.

ARTICLE VII-MEETINGS OF THE COMMISSION

A. Time and Location: The regular meetings of the commission are scheduled at 6:00 pm 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.

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

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

ARTICLE VIII-AMENDING THE BYLAWS

These bylaws can be amended at any regular meeting of the Commission by two-thirds (2/3) vote of the appointed commissioners, provided that the amendment has been submitted in writing at the previous regular meeting. Upon passage of the amendment to these Bylaws all previous versions of these Bylaws shall become null and void.

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 support for Commission meetings.

ARTICLE X-PARLIAMENTARY AUTHORITY

When not covered in these Bylaws or other commission policies, the proceedings of all general, regular, and special, meetings shall generally be governed by "Parliamentary Procedure at a Glance" by O. Garfield Jones.