

BYLAWS
NEIGHBORHOOD PLANNING UNIT (NPU-D)
(Adopted without amendment September 2022)

ARTICLE I

SECTION 1. The Neighborhood Planning Unit D (NPU-D) is hereby established for these purposes:

SECTION 2. For the citizens of NPU-D to provide formal input into the operation of the City's government as further described in Article VIII.

SECTION 3. To provide a means by which information concerning the operation of the City's government can be provided to the citizens of NPU-D.

SECTION 4. To advise the City of Atlanta, including the Mayor, Council, and any City Department official, on any and all matters affecting the environment or the well-being of residents, and the general livability of the neighborhoods within NPU-D as defined by the Department of City Planning and approved by the City Council.

SECTION 5. To hear all zoning matters in full body or Executive Committee, if necessary, of the NPU.

ARTICLE II
MEMBERSHIP

SECTION 1. *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the NPU. Each resident may hold office in only one NPU. Each resident shall have one vote and shall have the right to exercise that vote on all issues which come before the NPU; provided that an NPU may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.

ARTICLE III
ORGANIZATION AND OFFICERS

SECTION 1. There shall be a review of the bylaws prior to the August NPU Meeting by the Executive Committee. Any and all proposed amendments to these bylaws shall be discussed, modified, supplemented, or deleted if deemed preferable, at the August NPU meeting. The proposed amendments shall then be printed on the September NPU Agenda, presented and discussed at the September NPU Meeting, and a vote on each (or all together) shall be taken. No new proposals can be considered at the September meeting. All proposed changes must be made at the August meeting, so that they may be printed on the September Agenda to allow the public to receive proper notice prior to the vote. All Residents, as defined in Article II Section 1, present

at this meeting may vote on the bylaws; no other voting restrictions that may be imposed regarding any other matters may apply to this vote.

SECTION 2. Any amendments to the NPU bylaws shall be effective on January 1 of the next calendar year.

SECTION 3. At an annual meeting in November, open to all eligible members, the membership present shall divide into their respective seven neighborhoods and, in caucus, each of the seven neighborhoods shall select a representative and an alternate. These representatives and alternates will serve on the Executive Committee. Representatives and alternates must live in or own property in the neighborhood they represent, and at least one representative or alternate from each neighborhood must actually have his or her principal place of residence in the neighborhood. If an elected representative or alternate moves from that neighborhood after the election, he or she may continue to represent that neighborhood for the unexpired portion of the term, so long as he or she continues to reside in NPU-D.

SECTION 4. There shall be nomination from the floor to caucus to elect representatives and alternates from each of the seven neighborhoods.

SECTION 5. Any person holding the office of Chairperson or equivalent must be a person 18 years of age or older whose primary place of residence is within NPU-D.

ARTICLE IV VOTING

SECTION 1. No person shall have more than one (1) vote. At the discretion of the presiding officer, any voter may be required to provide information concerning his or her eligibility to vote.

SECTION 2. All actions of NPU-D shall be decided by the majority of votes cast by eligible voters in attendance at a regularly scheduled NPU-D meeting, except as otherwise provided in the bylaws. Proxies will not be accepted. The outcome of a vote shall be counted by the Chairperson and confirmed by the Vice Chairperson, or any other Executive Committee Member, or by the City Planner. Written ballots may be utilized at the discretion of the presiding officer. Written ballots may require the voter to provide information regarding his or her eligibility to vote.

SECTION 3. NPU-D shall afford the first opportunity of making a motion on zoning issues to any resident of the affected neighborhood.

SECTION 4. Anyone with a direct financial interest in a case being voted on must abstain from voting on said case. This does not apply to the bylaws vote, as described in Article III Section 1.

SECTION 5. Any business matter shall be judged by the voting members of NPU-D by the criterion of serving the greatest good of the community. The burden of proof in all business matters shall lie with the applicant.

ARTICLE V EXECUTIVE COMMITTEE

SECTION 1. Membership of the Executive Committee shall consist of at least fourteen (14) persons, each elected annually as outlined in Article III, Sections 3 and 4. The Executive Committee shall, at the said annual meeting, caucus and select from the NPU membership one member to serve as Chairperson and one member to serve as Vice- Chairperson. These individuals shall serve as Chairperson and Vice- Chairperson, respectively, of both the NPU and the Executive Committee. The Chairperson shall appoint a Secretary from the NPU membership to record the Minutes and otherwise assist at meetings. The Chairperson may, at his or her discretion, appoint a Second Alternate to serve his or her neighborhood. Elected and appointed officers who are not neighborhood representatives will also serve as members of the executive committee. The membership of the executive committee shall constitute the officers of the NPU. The terms of all officers' service shall be from January 1st of the year following their election or appointment and December 31st of that year. The minutes of an NPU meeting shall be recorded by the Secretary at each NPU meeting, and typed copies shall be provided at the following month's NPU meeting. After the "Opening Remarks" segment of each NPU meeting, the Chair shall reference these minutes and allow for discussion. These minutes may be discussed and amended as necessary at that time. Then the Chair shall call for a motion to approve the minutes, and a voice vote shall be taken. Once approved by a voice vote, these minutes shall serve as the official record of the NPU meeting.

SECTION 2. A quorum of the Executive Committee shall consist of officers from four (4) neighborhoods. The Executive Committee shall have the following authority, duties and functions:

- (a) To call the meetings of NPU-D at least quarterly, and as frequently as deemed necessary;
- (b) To give input to the Chairperson, who will plan the NPU agenda;
- (c) To speak on behalf of the NPU on any matter;
- (d) To meet whenever the Chairperson or NPU Coordinator deems it necessary;
- (e) To provide for official notification to all NPU members of meetings for elections and consideration of amendments to the NPU bylaws.
- (f) To adopt the NPU meeting agenda on behalf of the full membership.

SECTION 3. Each Neighborhood Representative and Alternate shall have the following duties:

- (a) To receive suggestions, problems, questions and issues from individuals in their respective neighborhoods;
- (b) To pass these on to the Executive Committee for consideration by the NPU;
- (c) To aid the NPU and the Department of City Planning in communicating with the neighborhood; and(d) To actively encourage increased participation in, and awareness of, the activities of the NPU.

SECTION 4. The Executive Committee shall provide for the removal of any NPU officer upon a proper motion from the floor at one regularly scheduled NPU meeting, which motion shall automatically require inclusion in the agenda for the next regularly scheduled meeting, and a vote, at that next meeting, of not less than a two-thirds majority for removal.

A Neighborhood shall provide for the removal of its representative upon a proper motion from the floor at one regularly scheduled NPU meeting, which motion shall automatically require inclusion in the agenda for the next meeting, and a vote; at that meeting by the members of that neighborhood or not less than a two- thirds majority for removal.

SECTION 5. If any NPU Officer resigns or is removed pursuant to the provisions of Article VII Section 5, the Chairperson shall have the authority to appoint a replacement to serve for the unexpired term of the officer resigning or removed. In the case of a neighborhood representative or alternate, the affected neighborhood may present nominations for the appointment to the Chairperson. If the Chair resigns or is removed pursuant to Article VII, Section 5, the Vice Chair shall assume the office of the Chair for the duration of the term. In the event the Vice- Chair is unable to serve as Chair, the Executive Committee shall elect a new Chair from the membership. After the position of Chair is filled, the Executive Committee shall elect a new Vice- Chair from the membership.

ARTICLE VI SUBCOMMITTEES

SECTION 1. Subcommittees shall be established and disbanded at the will of the Chairperson with the advice and consent of the NPU.

ARTICLE VII MEETINGS

SECTION 1. In addition to the annual organizational meeting, NPU-D shall meet in regular session upon the call of the presiding officer. A quorum shall consist of ten (10) members of NPU-D or representatives or alternates from at least (4) of the seven (7) neighborhoods.

SECTION 2. Subcommittees shall meet in regular session upon the call of the presiding officer.

SECTION 3. All meetings of NPU-D and its subcommittees shall be open to the public. Notice of such meetings shall be given on request to each of the community organizations within the NPU.

SECTION 4. The Executive Committee shall see that no NPU meeting for which agendas have been mailed out by the Department of City Planning shall be cancelled unilaterally by either the NPU or the Department of City Planning; and in the event that such an action is attempted, those NPU members in attendance at such a meeting shall be empowered to carry out the business of the NPU as indicated on said agenda.

SECTION 5. When a proper motion to rescind any previous vote or action taken by the NPU is made, that motion shall be automatically included on the agenda for the next regularly scheduled NPU meeting for a vote taken at that time.

SECTION 6. *Robert's Rule of Order* governs all NPU-D meetings.

SECTION 7. When unforeseen circumstances such as weather events force the cancellation of a meeting, this meeting may be rescheduled at the discretion of the chairperson.

SECTION 10. No matters of zoning or licensure will be decided at any meeting at which they have not been previously advertised on the agenda that is adopted by the executive committee and distributed by the Department of City Planning. Resolutions may be heard and approved as new business at a meeting without being on the advertised agenda, provided that they address time-critical matters and that a reasonable effort has been made to provide notice regarding said resolution prior to the meeting.

SECTION 11. NPU-D meetings may be held physically, virtually, or in a hybrid format as circumstances dictate. For those meetings where virtual attendance is permitted, virtual attendees must register and provide their full name and relevant affiliation. Voting members must also provide their physical address.

ARTICLE VIII FUNCTIONS, POWERS, AND DUTIES

SECTION 1. NPU-D may recommend to the City or to any City department or official any action, any plan, or any policy affecting the livability of the neighborhood, including but not limited to land use, zoning, comprehensive development plan, housing, community facilities, human resources, social and recreational programs, traffic and transportation, public safety, environmental quality, emergency planning, open spaces, and parks. The committee may also assist City agencies in determining priority needs for the neighborhood, and may review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement.

SECTION 2. Regardless of its positions on zoning and other matters, NPU-D does not endorse any incentive tax abatement unless and until it has done so specifically by a written resolution.

ARTICLE IX BYLAWS

SECTION 1. NPU-D shall adopt its bylaws annually at the September meeting by a majority votes cast by the members present at the meeting where the bylaws are considered.

SECTION 2. Bylaws shall become effective January 1st of the upcoming year.

SECTION 3. Bylaws shall be submitted to the City of Atlanta Department of City Planning no later than September 30th of each year.

ARTICLE X AMENDMENTS

SECTION 1. Amendments to the bylaws will be proposed, discussed, and voted on as provided for in Article III Section 1. of this document. Any amendment must be approved by two-thirds of votes cast by members present.

SECTION 2. Amendments to the bylaws shall become effective as part of the bylaws on January 1st of the upcoming year.

ARTICLE XI TIME LIMITS FOR MEETINGS

SECTION 1. Meetings will start at 7:30 p.m. and end at 9:00 p.m. If a meeting is projected to last beyond 9:00 pm, a member of the body may make a motion to extend the meeting. A voice vote by the majority shall suffice.

SECTION 2. There shall be a limit of 15 minutes on opening statements by the Chairperson.

SECTION 3. On matters of business (zoning, licensure, appeals, permits, ordinances, resolutions, and subdivisions) the presenter shall be limited to a presentation of no longer than ten (10) uninterrupted minutes, followed by discussion and questions from the membership.

SECTION 4. Informational presentations heard before business items shall be limited to no longer than five (5) uninterrupted minutes, followed by discussion and questions from the membership. Informational presentations heard after business items shall have no time limit other than that of the meeting.

SECTION 5. Any written communications shall be displayed on the “sign in” table for review after the meeting.

ARTICLE XII RULES AFFECTING NPUs AND THE DEPARTMENT OF CITY PLANNING

SECTION 1. Meeting notices/agendas shall carry, on at least a quarterly basis, the requirements for voting.

SECTION 2. The Neighborhood Planning Unit Coordinator shall be responsible for the validity of voting eligibility lists at the time of election for all NPUs. To assist the Neighborhood Planning Unit Coordinator in maintaining eligibility lists, all sign-in sheets from all NPU meetings should be provided to the Coordinator by the City Planner assigned to the NPU as soon as possible after each meeting.

SECTION 3. In the event that any NPU shall not schedule elections by November of each calendar year, the Neighborhood Planning Unit Coordinator shall include, as an item of business, the elections, on the agenda for the month of November of that year. In the event that elections are not held as generally set forth in the properly mailed agenda during November, the Neighborhood Planning Unit Coordinator shall be responsible for the holding of elections, on an impartial basis, during December, using the Bylaws of the NPU as the basis for such elections, but only to the extent that such Bylaws can be adhered to considering available records and time requirements that might otherwise be in force.

SECTION 4. All notices of NPU sponsored meetings must list the names of the Mayor and all Council members who serve that NPU, including any and all “at large” Council Members. Since NPU notices are mailed at City expense, the City shall have the right to determine the propriety of the content of said notices.



Signature of The Chair of NPU-D

9/27/2022

Date

Signature of City of Atlanta Planner Assigned to NPU-D

Date

DATE RECEIVED BY THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT (STAMP):

ARTICLE B. - NEIGHBORHOOD PLANNING

Sec. 6-3011. - Statement of policy and purpose.

The council finds that it is in the public interest for the City of Atlanta to have an organized program of neighborhood planning. It is the purpose of this article to provide an opportunity both for the citizenry formally to provide input into the comprehensive development plan of the city and to provide a means by which information concerning the operation of city government can be provided to the citizens of Atlanta. Further, it is the policy of the city to coordinate the recommendations of neighborhood planning units with the formulation of the city's budget, both capital and operating, in order that the comprehensive development plan be an effective policy guide for the orderly development of the city.

(Code 1977, § 6-3011; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3012. - Definitions.

As used in this article:

- (1) *Neighborhood* means a geographic area either with distinguishing characteristics or in which the residents have a sense of identity and a commonality of perceived interest, or both. Factors that may contribute to neighborhood identity include shared development, history, architecture, social and economic relationships, physical boundaries and the existence of one or more broadly representative neighborhood organizations devoted to neighborhood preservation and improvement.
- (2) *Neighborhood planning unit*, hereinafter also referred to as N.P.U., means (1) a geographic area composed of one or more contiguous neighborhoods, which have been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (2) a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.
- (3) *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the N.P.U. Each resident may hold office in only one N.P.U. Each resident, meaning any person who resides within the N.P.U., or any corporation, organization, institution or agency which owns property or has a place of business or profession, shall have one vote and shall have the right to exercise that vote on all issues which come before the N.P.U.; provided that an N.P.U. may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.
- (4) *Council district planning committee* means a body of residents of a council district formed from representatives of the neighborhood planning units to coordinate council district plans. The council member for the district may initiate the organization of these committees, but may not hold any office in any of the committees. These committees may continue in existence from year to year.

(Code 1977, § 6-3012; Ord. No. 1999-78, § 1, 11-10-99; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3013. - Neighborhood planning units.

- (a) *Designation.* The department of planning, and development and neighborhood conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of this chapter, which shall include all areas of the city. N.P.U.'s may comprise as many, or as few neighborhoods as practicable and may cross council district boundaries. The designation of the N.P.U. shall be based on criteria previously established by the department of planning and development and approved by the council, and shall include the consideration of existing citizens' organizations' boundaries which may exist at the time of designation, as well as provisions for the change of neighborhood boundaries when necessary.
- (b) *Preservation of information.* The bureau of planning shall make available to neighborhood units basic information, including but not limited to, the areas of land use, transportation, community facilities, programmed capital improvements, housing, human resources, social and recreational programs, environmental quality, open space and parks and citizen involvement in planning and zoning to assist them in neighborhood planning activities. This information shall be presented in such a manner as to be readily recognizable to the residents of each N.P.U. This information shall be presented graphically when practicable.
- (c) *Neighborhood planning units.* The neighborhood planning unit may recommend an action, a policy or a comprehensive plan to the city and to any city agency on any matter affecting the livability of the neighborhood, including, but not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks; assist city agencies in determining priority needs for the neighborhood; review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement; and advise the bureau of planning on the preparation of the 15 and five-year comprehensive development plans.
- (d) *Accountability.* Neighborhood planning units shall be accountable to the residents of the area they represent.

(Code 1977, § 6-3013; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 8, 2-10-04)

Sec. 6-3014. - Public hearings.

- (a) *Manner in which hearings are to be held.* The bureau of planning shall hold hearings to focus on the six study areas as defined in the currently adopted comprehensive development plan. Said hearings shall be held in such a manner that there be not less than one public hearing for each study area prior to the preparation of any comprehensive development plan.
- (b) *Notice.* The city shall provide notice of the number of hearings and their dates, times and places. Such notice shall be provided through advertising in a newspaper of general circulation, included on the regular N.P.U. agenda mail-out and provided as a public service announcement.

(Code 1977, § 6-3014; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 9, 2-10-04)

Charter reference— Boards and commissions, § 3-401.

Code of ordinances reference— Boards, councils and commissions, § 2-1851 et seq.

Cross reference— Zoning, § 16-01.001 et seq.

Sec. 6-3015. - Schedule of citizen involvement.

- (a) The mayor shall prepare a schedule of citizen involvement regarding the draft of the comprehensive development plan. This report shall be presented to the community development/human resources committee at a regularly scheduled meeting in January of the year in which the plan is to be updated.
- (b) The mayor shall coordinate citizen participation in planning, under provisions of this article and shall be responsible for advising the council on citizen plans.

(Code 1977, § 6-3015; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 10, 2-10-04)

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
 - (2) Said bylaws shall become effective January 1st of the following year.
 - (3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of the N.P.U. in attendance at the meeting where the bylaws are voted upon. At said meeting there shall be no restrictions upon a resident's right to vote on the approval or disapproval of the bylaws. These bylaws shall be filed with the department of planning, development and neighborhood conservation. The bylaws shall be reviewed and approved annually by the bureau of planning and the neighborhood planning unit for clarity as to voting procedures, representativeness of all interested parties within the neighborhood planning unit, and a description of the duties of any subcommittees or officers.
- (c) Recommendations of an N.P.U shall not be accepted by the council until the N.P.U. has complied with subsection (a) above.

(Code 1977, § 6-3016; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3017. - Elections.

- (a) Elections shall take place during October or November of every calendar year. If an election(s) has not been held by November 30. Said election(s) shall be conducted by the bureau of planning during the month of December.
- (b) Any person holding the office of chairperson or equivalent, which means presiding officer, must be a person 18 years of age or older whose primary place of residence is within the particular NPU.

(Code 1977, § 6-3017; Ord. No. 1995-68, § 1, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3018. - Voting procedures.

- (a) Voting procedures shall be established by each neighborhood planning unit. Although the procedure may vary among neighborhood planning units, bylaws describing the voting procedures shall contain provisions delineating the eligibility of voters within the neighborhood planning units and the voting process itself for issues as well as officer elections.
- (b) Each resident as defined in section 6-3012(3) shall represent one vote and may hold office in only one N.P.U.
- (c) All NPU and committee meetings must be open to the public.

(Code 1977, § 6-3018; Ord. No. 1995-68, § 2, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3019. - Prohibition of political forums.

Neighborhood planning unit meetings shall not be used for political forums or campaigning for city, county, state, or federal elections.

(Code 1977, § 6-3019; Ord. No. 1999-81, § 1, 11-10-99)