

NEIGHBORHOOD PLANNING UNIT – E

2023 BYLAWS

ARTICLE I. GENERAL

1.1 PURPOSE

The Neighborhood Planning Unit E (additionally referred to in these Bylaws as “the NPU” or “NPU-E”) is hereby established for:

- a) all purposes permissible under ordinances passed, and from time to time amended, by the City of Atlanta;
- b) providing formal input into the comprehensive development plan of the City of Atlanta;
- c) providing a means by which information concerning the operation of city government can be furnished to citizens; and
- d) providing input on all matters affecting the environment, well-being, and livability of the neighborhoods within Neighborhood Planning Unit E, as defined by the City of Atlanta’s Office of Planning, and approved by the Atlanta City Council.

1.2 FUNCTIONS, POWERS AND DUTIES

The NPU may exercise any and all powers given to it pursuant to any ordinance, rule or regulation promulgated by the City of Atlanta. Additionally, the NPU may recommend to the City or to any City department or official, any action, any plan, or any policy affecting the purposes for which it was established, including but not limited to, public safety, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open spaces and parks. The NPU may also assist the City agencies or departments in determining priority needs for the neighborhoods, may review items for inclusion in the City budget, and make recommendations relating to budget items for neighborhood improvement.

ARTICLE II. MEMBERSHIP

2.1 DEFINITION

Membership in the NPU (herein referred to as “Member” or “Resident”) is defined in Section 6-3012 (4) of the Code of Ordinances of the City of Atlanta, which reads:

- " (4) 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."

2.2 COMMUNICATION

Any Member or Resident of the NPU shall be placed on the City of Atlanta’s Office of Planning distribution list for receipt of the meeting agendas and other official city notifications by signing and indicating appropriately on the official sign-in sheets provided at each in-person meeting, registering electronically for virtual meetings, or by directly requesting placement on the official distribution list with the City of Atlanta’s Office of Planning.

ARTICLE III. REPRESENTATION AND VOTING

3.1 NPU-E REPRESENTATIVE BOARD

Voting in NPU-E shall be by member organizations, which shall represent neighborhood, civic, and business associations which have geographical boundaries substantially within the NPU. The combination of all the member organization representatives will be referred to in these Bylaws as the “NPU-E Board” or the “Board.”

The NPU-E Board may establish actions and policies for NPU-E to be contained in a document known as the "Policy Sheet," instead of revising and amending the Bylaws, if such actions and policies are not otherwise in conflict with the Bylaws. The “Policy Sheet” may be used to set standards and outline procedural operations. The “Policy Sheet” shall be attached to and made a part of the Bylaws.

3.2 BOARD QUALIFICATIONS

The Board shall suggest rules and regulations respecting eligibility of organizations. Said rules and regulations may be changed, modified, or amended at any NPU meeting by a two-thirds (2/3) vote of the Board. Any organization not currently a member of the Board, and wishing to become a member, shall petition for membership. Said petition for membership shall be read at the next regularly scheduled meeting of the NPU, and membership shall be approved or denied by a vote of a two-thirds (2/3) majority of the Board at the second regularly scheduled meeting of the NPU following the submission of the petition.

3.3 BOARD REPRESENTATIVES

Each member organization of the Board shall be entitled to have two (2) representatives, selected by that organization, either of whom may cast votes at meetings; provided each member organization shall have only one indivisible vote (except as otherwise provided in Article IV hereof with respect to the election and removal of officers). On January 1 and before January 31 of each calendar year, and at such other times as may be required, the Chairperson shall poll the Board for written/e-mail confirmation of the names of the respective organization representatives.

3.4 BOARD REPRESENTATIVE VOTING

Each member organization of the Board shall have one vote, which shall not be split (except as otherwise provided in Article IV hereof with respect to the election and removal of officers). Unless otherwise provided in these Bylaws and the Parliamentary Authority (as defined herein), all votes on motions and resolutions shall be decided by a simple majority (50% plus 1) of those present at either a regularly scheduled in-person meeting or virtual meeting and entitled to vote.

3.5 VOTING OUTSIDE OF MEETING

If any representative of the Board requests the support of the NPU, and the deadline of the needed support falls before the next scheduled NPU meeting, the Chairperson or Vice Chairperson, shall contact the Board to vote on the request. A reasonable attempt to contact every member of the Board must be made by the Chairperson or Vice Chairperson. The vote shall be decided by a simple majority (50% plus 1) of the Board at the time of the vote. A report of the NPU action, including the names of the representatives of the Board successfully contacted shall be made at the next regularly scheduled meeting of the NPU.

3.6 ATTENDANCE

Inclusion on the Board of any member organization may be subject to termination when that organization is unrepresented at three consecutive NPU meetings, provided that written notice of imminent termination is mailed via US Postal Service or emailed (prior to the third absence or thereafter) to the member organization at its last known mailing address and/or email address as provided for the NPU member contact record.

Termination of membership shall be effective upon a vote of a two-thirds (2/3) majority of the Board at a meeting of the NPU subsequent to the above action.

ARTICLE IV. NEIGHBORHOOD DESIGNATIONS AND BOUNDARIES

4.1 RECORDING KEEPING

A listing of NPU-E member neighborhoods will be maintained by the Chairperson or Secretary with the official address, telephone number and email address for each representative of a member organization. Representatives shall furnish and update their information to the Officers. The Secretary will be responsible for distributing the listing of member organization representatives to the Board. The Office of Planning of the City of Atlanta will maintain a map of the neighborhood boundaries that may be periodically updated and revised.

4.2 ADJACENT NEIGHBORHOODS

Additionally, there may be districts or areas within NPU-E that do not lie within the established boundaries of neighborhoods. It is recognized that development, planning and permitting issues that arise in these areas may have significant impact on abutting neighborhoods. Therefore, NPU-E has designated these areas on its official neighborhood map as areas of interest pertinent to adjacent neighborhoods. Applications submitted to the City of Atlanta or Chairperson of the NPU-E for action within these areas of interest shall be sent to the Board for review prior to being heard at the NPU-E meeting.

4.3 MEMBER ORGANIZATIONS

Pursuant to Section III, "Voting" of the Bylaws of NPU-E, the following member organizations of the Board are recognized as of the date of the annual ratification of Bylaws for NPU-E:

- Ansley Park Civic Association
- Ardmore Park Neighborhood Association
- Atlantic Station Civic Association
- Brookwood Civic Association
- Brookwood Hills Community Club, Inc.
- Georgia Institute of Technology
- Home Park Community Improvement Association
- Loring Heights Neighborhood Association
- Midtown Neighbors' Association
- Sherwood Forest Civic Association
- Marietta Street Artery Association

ARTICLE IV. ORGANIZATION AND OFFICERS

5.1 OFFICER ELECTION

The election of officers shall be held at a regularly scheduled meeting during the last quarter of each calendar year, published in the agenda distributed by the City of Atlanta, and open to all current Members or Residents.

5.2 OFFICER ROLES

The NPU shall elect the following Officers (the "Officers"):

1. A Chairperson to chair the meetings of the NPU, to send and receive correspondence for the NPU, to prepare agendas for meetings of the NPU, and to represent the NPU as directed by the NPU Board;
2. A Vice Chairperson to perform the functions of the Chairperson in the absence of the Chairperson, including signing all Liquor License and Special Event/Outdoor Festival signature pages. If no Vice Chairperson is present at the meeting, this task is to be performed by another Officer of the NPU Board or any other available NPU Board member as designated by the Chairperson.
3. A Secretary to prepare and maintain attendance sheets at NPU-E meetings and to maintain an archive of NPU-E agendas and voting reports as signed and submitted to the City of Atlanta; such archive to be accessible by NPU Officers and made available to NPU Members upon their request; and
4. Such other Officers as the NPU shall from time to time deem necessary or advisable. The Chairperson, Vice Chairperson, Secretary and such other Officers shall be elected from the Board, but no more than one officer shall come from the same member organization of the Board. Furthermore, the duties normally assigned to the role of a Treasurer (if such role shall be deemed necessary by the NPU) may be assigned to any one of the above-named Officers.

5.3 NOMINATIONS

In the event that an ad hoc Nominating Committee is established prior to election of Officers, and presents a slate of candidates to the NPU for consideration, nominations from the floor shall be entertained until a motion to close the nominations shall be properly passed. In voting on the election of Officers, each of the two (2) representatives from a member organization of the Board shall have one (1) vote.

5.4 TERM

Those individuals so elected shall take office on January 1 of the following calendar year and shall serve until December 31 of that calendar year or until the resignation or removal of said individual as outlined in these Bylaws.

5.5 REMOVAL

Any NPU Officer or subcommittee chairperson may be removed from that office by the following actions:

1. At a regular meeting of the NPU, a properly passed motion stating the office and the Officer to be removed, and the general reason(s) for the motion to remove. Said motion shall be automatically tabled until the next regularly scheduled meeting of the NPU and shall be published in the agenda distributed by the City of Atlanta. After the tabling of the motion, the NPU may consider a motion to suspend the Officer(s) in question until the next meeting of the NPU and to appoint a Board member to perform the duties of the suspended Officer.
2. At the next regularly scheduled meeting of the NPU the above motion shall be placed on the floor for discussion and action as the first item of business on the agenda. Upon a favorable vote of a simple majority of the Board at the time of the vote and voting to support the motion to remove, the office shall be declared vacant.

In the event that one or more of the above positions becomes vacant at any time during the term of office of an Officer of the NPU, an interim Officer may be elected to complete the current term of office by a simple majority vote of the Board at a regular or called special meeting of the NPU.

5.4 DEVELOPMENT REVIEW COMMITTEE APPOINTMENTS

In addition to its Officers, the NPU shall appoint representatives to the Midtown SPI-16 & SPI-17 Development Review Committee (the “DRC”) to each serve for a term of three (3) years. The number of, and criteria for, the representatives shall be as designated by the DRC. Said representatives shall be nominated by the NPU Chairperson and approved by a favorable vote of a simple majority of the Board.

VI. SUBCOMMITTEES

6.1 MEMBER ORGANIZATION RECOMMENDATIONS

The NPU Board members shall review, comment and make initial recommendations to the Board on any NPU business within the boundary of their respective neighborhood as defined by the City of Atlanta.

6.2 DESIGNATED SUBCOMMITTEES

As deemed necessary by the NPU Board, there may hereby be established the following subcommittees of the NPU:

(1) Land Use/Zoning Subcommittee

This subcommittee shall consider issues related to land use planning, zoning, economic development, housing, business expansion and retention, urban design and historic preservation in the NPU and shall make recommendations to the NPU.

(2) Transportation Subcommittee

This subcommittee shall consider all matters having to do with transportation problems and transportation planning in the NPU and shall make recommendations to the NPU.

(3) Human Development and Public Safety Subcommittee

This subcommittee shall consider all matters relating to planning for the provision of adequate social services, health care, education, and police and fire protection in the NPU and shall make recommendations to the NPU.

(4) Recreation and Cultural Affairs Subcommittee

This subcommittee shall consider all matters relating to planning for the provision of adequate facilities and resources relative to: recreation, parks, libraries and cultural affairs in the NPU, and shall make recommendations on these matters to the NPU.

(5) Environmental Services Subcommittee

This subcommittee shall consider all matters relating to planning for a safe and sanitary environment including but not limited to adequate sanitary services, sewer and water facilities and noise quality in the NPU, and shall make recommendations to the NPU.

6.3 SUBCOMMITTEE LEADERSHIP

The NPU may confirm a Subcommittee Chairperson for each subcommittee (as and if they so desire) as nominated by the Chairperson, or by a nominating committee, whichever procedure shall be the will of the NPU. The Subcommittee Chairperson may be either a member of the Board or a Resident or Member of the

NPU. Participation in all subcommittees by all Residents or Members of the NPU is invited and encouraged.

6.4 SUBCOMMITTEE ORGANIZATION

The NPU may create additional subcommittees, delete subcommittees, or change the names and functions of subcommittees at any regular meeting of the NPU as nominated by the Chairperson and adopted by a simple majority of the Board present at the meeting where this motion is introduced.

VII. MEETINGS

7.1 PUBLIC NOTICE

All meetings of the NPU, and its subcommittees, shall be open to the public and may be conducted in person or through a digital platform when necessary as determined by the Board and with consultation from the City of Atlanta Office of Planning. In addition to the City of Atlanta Office of Planning's distribution of meeting agendas and notification, notice of meetings of the NPU shall be given to each of the NPU Board members for distribution to their respective neighborhoods.

7.2 GENERAL MEETINGS

The NPU shall meet in regular session on the first (1st) Tuesday of each month. A quorum of the NPU shall consist of attendance by 50% (one half) of the Board. Notice of meetings of the NPU shall be given to each of the NPU Board members for distribution to their respective neighborhoods.

7.3 SUBCOMMITTEE MEETINGS

The subcommittees of the NPU shall meet in regular session upon the call of the Subcommittee Chairperson of that subcommittee. A quorum of any subcommittee of the NPU shall consist of attendance by 50% (one half) of the members of that subcommittee. Notice of the meetings of subcommittees shall be given to each of the NPU Board members for distribution to their respective neighborhoods and announced at any regularly scheduled meeting of the NPU.

7.4 SCHEDULING

The date of any regularly scheduled NPU meeting may be changed by a vote of the Board at the preceding regularly scheduled meeting of the NPU or by email vote and in accordance with Section 3.5 of these bylaws. No regular meeting of the NPU for which finalized agendas have been distributed to the NPU by the City's Office of Planning shall be canceled unilaterally by either the NPU or the Office of Planning; and in the event that such an action is attempted, those NPU Board members in attendance at such a meeting shall be empowered to carry out the business of the NPU as indicated on said agenda.

VIII. CONSENT AGENDA

8.1 ESTABLISHMENT

Beginning 7 days before and no later than 1 day before the regularly scheduled monthly NPU meeting, the Chairperson will establish a Consent Agenda. The Consent Agenda will aggregate NPU business for which a vote is required and the application meets NPU-E policies for Consent Agenda inclusion and for which the Chairperson does not anticipate required NPU discussion.

8.2 ADOPTION AND REMOVAL

The NPU Chairperson will read the title of the items listed on the Consent Agenda at the beginning of its consideration and ask if there are any requests for removal. Any Board member may remove an item from the

Consent Agenda for separate consideration. NPU members may indicate a request for removal, however removal from the Consent Agenda must be sponsored by a NPU Board Member.

Any NPU Board Member may make a motion for approval of the consent agenda. Adoption of the approval motion requires a unanimous vote of the Board. Non-consent agenda items will be considered by the full Board in normally conducted business.

8.3 REPORTING

The results of any vote included in the Consent Agenda will be reported to the City of Atlanta via the same procedure used for all other NPU business which requires a vote. Consent Agenda applications will be noted on the voting report.

X. AMENDMENTS

These Bylaws may be amended from time to time at any regularly scheduled meeting of the NPU provided that the proposed amendment or amendments are presented to the NPU at the immediately preceding regularly scheduled meeting of the NPU and notice of the proposal is included in the agenda distributed by the City of Atlanta Office of Planning.

Any amendment to these Bylaws shall state the effective date of said amendment, except that any amendment to these Bylaws, which shall change the voting requirements of any section as, stated herein, shall be effective on January 1 of the next calendar year.

XI. REVIEW OF BYLAWS

These Bylaws may be reviewed by a subcommittee formed for that purpose or by the NPU Board on an annual basis and said subcommittee (if applicable) or the Board shall submit recommendations to the NPU in sufficient time for the NPU to act on those recommendations prior to September 30 of that calendar year.

XII. ADOPTION OF BYLAWS

1. Bylaws must be submitted to the City of Atlanta's Office of Planning for adoption before September 30th of each calendar year.
2. Bylaws submitted before September 30 become effective on January 1st of the following year. Bylaws submitted after September 30 and before December 31 go into effect on January 1st of the following year.
3. The adoption of the Bylaws is approved by a simple majority vote of Members and Residents attending the NPU meeting.

XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised (the "Parliamentary Authority") shall govern the NPU in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the NPU may adopt.

Adopted at the Regular Meeting of NPU-E Held on the 19th day of September 2022

Nabil Hammam

Nabil Hammam, Chairperson

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)



NPU-E POLICES

Last updated: September 2022

MONTHLY APPLICATION REVIEW

Due to NPU-E's high volume of applications every month, all applications including alcohol licenses, special event permits, zoning requests, and text amendments are reviewed within the host NPU-E Member organization committees prior to the scheduled NPU-E review for that application. The NPU-E Member organization where the application is physically located is the host ("Host"). For all alcohol licenses, special event permits, and zoning requests, the Host member organization leads the preview discussion within their appropriate organizational committee. The Host neighborhood will summarize their review and make a motion at the NPU-E hearing for that application. NPU-E Board members and Residents (as defined by City of Atlanta Code of Ordinances) always retain the right to request further discussion at the NPU-E hearing.

Deferrals

Before reviewing Voting Matters, deferrals are announced to allow attendees to exit the meeting if their application of interest has been held.

Application Conditions / Opposition Response

Conditions and Opposition responses from NPU-E are prepared by the Host member neighborhood in draft form prior to the NPU-E meeting based on neighborhood review. Following discussion at the NPU-E meeting, the response draft is amended to reflect the conditions and opposition position as adopted by the NPU-E Board. The response is provided to the City of Atlanta (City Planning and any other relevant parties) with the NPU-E voting report. Responses are posted to the NPU-E website for public access.

CONSENT AGENDA

In order to run NPU-E meetings efficiently and allow appropriate time for discussion on complex applications, city presentations, and public Q&A, NPU-E will place certain applications on a consent agenda. Items will be assigned to the consent agenda based on the policies outlined below and once the final agenda is received from City Planning one week before the meeting. The consent agenda items will be indicated to the NPU-E City Planner and



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the NPU-E Board Members in advance of the NPU-E meeting. Consent agenda items will be announced during the Voting Matters portion of the agenda.

Process - Assigning Applications to Consent Agenda

For an application to be placed on the consent agenda, it must be one of the following application types:

- LRB
 - Reason: Change of Agent, Change of Ownership
 - Type: Restaurant, Hotel, Retail Package
- Special Event
 - Class D or E event

Process - Removing Applications from Consent Agenda

At the start of Voting Matters, the NPU-E Chairman will announce the applications that will be placed on the consent agenda. The Chairman will ask for any objections. Public attendees may request the removal of an application. The removal requires a NPU-E Board Member to sponsor the request with a motion. The motion can be made by any NPU-E Board Member regardless of the location of the application. The motion is adopted with a simple majority vote. Any application with objection will be placed back into the normal discussion agenda.

Reasons an application may be removed from the consent agenda:

- Detailed discussion is desired
- Event organizer or business owner would like to present their event or business concept to the community

Process - Consent Agenda Vote

All agents for an alcohol license application must appear in person (on camera) at the time of the vote for their application regardless of its placement on the consent or normal discussion agenda. Consent agenda applicants will be asked to answer to a roll call, stand / activate camera and be recorded prior to the vote.

Consent agenda votes have to be passed with unanimous consent. If there is objection, the Chairman will ask the voter objecting to identify the application they would like removed, move that application to the discussion agenda with the proper motion and vote, and then recall the consent agenda vote.



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Consent agenda items are not intended for presentation in order to expedite the meeting duration. However, after the motion receives a second and during discussion, a NPU-E Board Member can ask for a specific consent agenda item to answer a direct question. NPU-E Board Members are asked to consider this request thoughtfully and in relation to the agenda volume that month so that Board Member, applicant, attorney, and Resident time is managed well.

Applications adopted by consent agenda will be marked as such on the meeting voting report.

ADDING A MEMBER ORGANIZATION

NPU-E is governed by a Representative Board structure. Per our bylaws, qualifying member organizations are defined as:

“Voting in NPU-E shall be by member organizations, which shall represent neighborhood, civic, and business associations which have geographical boundaries substantially within the NPU.”

Per our bylaws, a petitioning member organization is added by:

“The Board shall suggest rules and regulations respecting eligibility of organizations. Said rules and regulations may be changed, modified, or amended at any NPU meeting by a two-thirds (2/3) vote of the Board. Any organization not currently a member of the Board, and wishing to become a member, shall petition for membership. Said petition for membership shall be read at the next regularly scheduled meeting of the NPU, and membership shall be approved or denied by a vote of a two-thirds (2/3) majority of the Board at the second regularly scheduled meeting of the NPU following the submission of the petition.”

The following policies and procedures will be followed by the NPU-E Board in considering any petitioning organization:

- An intention to petition for membership should be indicated during a regularly scheduled NPU-E meeting at New Business by petitioning Organization President or Chairman
- Following indication at a regularly scheduled meeting during New Business, the petition should then be provided in written form at least two weeks prior to the next NPU-E meeting where said petition will be read by the Chairman.



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- The petitioning organization is asked to submit documentation to illustrate their work and representation in the neighborhood. The petition for membership should include:
 - Organization's mission statement
 - Bylaws and policy sheet
 - Communication and outreach plan
 - Organization's digital presence (website, social media)
 - Description of communication schedule and an example of recent communications
 - Membership
 - Description of membership qualification and requirements
 - Officer, Committee Chairperson, and Board Member list for last three years, including name, address, email address and phone number
 - Current member list including name, address, email address and phone number
 - Numerical member count for preceding two years
 - Meetings
 - Past meeting schedule for the last twelve months
 - Last six meeting agendas, minutes, and attendance report
 - Organizational Status
 - State of Georgia registration status / certification
 - IRS tax exemption statement, if applicable
 - City of Atlanta registration
 - Financials
 - FYE financial statements for last three years
 - IRS 990 forms for the last three years
 - Letter from City Council Member acknowledging organization and its work in the community
- If there already exists a member organization that represents the same geographic footprint of the neighborhood of the petitioner, an agreement must be executed between the two organizations prior to a vote for membership by the NPU-E Board. The agreement should specify how shared review of NPU business within said neighborhood will be handled including but not limited to:
 - Shared participation in application review
 - Indication of lead organization for applicant communication
 - Meeting management and reporting / drafting for NPU-E