

# **NEIGHBORHOOD PLANNING UNIT-G**

## **2023 BYLAWS**

### **ARTICLE I: PURPOSE, FUNCTIONS AND**

#### **DUTIES Section 1**

Neighborhood Planning Unit - G (hereafter referred to as NPU-G) is hereby established for the purpose of advising the City of Atlanta, including the Mayor, City Council, City officials and any City department or agency on matters affecting the environment, the well-being of the residents and the general livability of the neighborhoods within NPU-G. Such advice and recommendations relating to the quality of life within the neighborhoods of NPU-G may cover, but is not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, emergency planning, open spaces, vacant spaces, abandoned spaces, buildings, schools, parks and City services. NPU-G will adopt, with the advice and consent of the NPU-G Executive Committee, and the entire NPU-G body, programs, facilities, zoning, land uses, and other development that is consistent with, and designed for improving the safety, the culture, and the viability of NPU-G as an area that is primarily residential in character. NPU-G will provide formal input into the preparation of the comprehensive development plan for the City i.e., NPU-G Policies, the City's budget and budget items relating to neighborhood improvement. NPU-G will assist City agencies in determining priority needs of NPU-G. NPU-G may further advise and make recommendations to other public and private agencies on any matter affecting the general livability of NPU-G. NPU-G will provide a means by which information concerning the operation of City government can be provided to the citizens and a means by which citizen input can be provided to the City government.

#### **Section 2**

NPU-G Meetings shall not be used for political forums or campaigning for the City, county, state, or federal elections.

### **ARTICLE II: MEMBERSHIP**

#### **Section 1**

Any person 18 years of age or older whose primary place of residence is within NPU-G; or one who owns, manages, operates, or represents a business, corporation, organization, agency, institution, property, or place of worship within NPU-G. To initiate and maintain membership, the member must attend three general meetings in a calendar year. Members may be asked to furnish proof of residency or other documents providing authorization to act on behalf of a non-resident entity to establish eligibility.

#### **Section 2**

Any member may lose participation privileges in NPU-G for "cause". Such loss of privileges may be affected in the same manner as set out for removal of officers in Article VII, Section 4 of these Bylaws.

## **ARTICLE III: MEETINGS**

### **Section 1**

NPU-G shall meet the third Thursday of each month at 7:00 p.m. or at the call of the Chairperson or most of the Executive Committee. The meeting shall be at a location within the boundaries of NPU-G. If the meeting location isn't accessible, or no meeting place is available within NPU-G boundaries, the Chairperson has the right to change the location of the meeting place outside of NPU-G boundaries. Also, in the event of non-face to face meeting(s), the alternative is to have virtual meeting(s) by ZOOM or via Conference Call. The NPU-G will not meet in the months of July and December. All meetings of NPU-G shall be open to the public. Notice of each meeting shall be given to each voting member, by email or other communication such as Social Media, not less than one week prior to the meeting.

### **Section 2**

A quorum of NPU-G shall consist of five (5) members attending the meeting in person.

### **Section 3**

The agenda for the meeting shall be determined by the Chairperson in consultation with the Executive Committee and the neighborhood planning coordinator. Any member can request an item be placed on the agenda by contacting the Chairperson. The agenda shall be distributed to NPU-G members prior to each meeting. If a member requests that an item be placed on the agenda, and the agenda has already been determined for the next meeting, the item will be considered for the agenda for the following meeting.

## **ARTICLE IV: VOTING**

### **Section 1**

Each member may have one (1) vote or may hold office in only one (1) NPU-G seat. Only one vote per motion can be cast from multiple members who reside in a single residence or who own, manage, operate or represent a business, corporation, organization, agency, institution, property or place of worship within NPU-G. A member must attend two consecutive meetings prior to becoming eligible to vote upon their attendance at the third meeting within the previous 12 months. The attendance records shall be maintained by the Secretary and the Department of City Planning and shall be the official basis for the determination of which members shall be eligible to vote or hold office in NPU-G.

### **Section 2**

All actions of NPU-G shall be by majority vote of those in attendance. Proxies shall not be accepted. When there is doubt about the outcome of a vote, a roll call vote shall be taken. The Chairperson shall vote to break a tie when appropriate.

## **ARTICLE V: EXECUTIVE COMMITTEE**

### **Section 1**

There is hereby created an Executive Committee for NPU-G.

## **Section 2**

Members of the Executive Committee shall consist of the Chairs from each subcommittee and the officers of NPU-G. The Chairperson will appoint a Chair of the Executive Committee to serve as a liaison to all subcommittees of NPU-G. The Chair has the authority to appoint, replace and remove subcommittee Chairs.

The Executive Committee Members and Officers shall receive no compensation and any reimbursement for reasonable and documented expenses must be voted upon for approval.

## **Section 3**

The Executive Committee shall have the following duties and functions:

- a. To conduct NPU-G business, when necessary, between NPU-G meetings. A report of such action shall be made to the body at the next regularly scheduled NPU-G meeting.
- b. To assist the NPU-G, when necessary, to formulate policies and recommendations.

## **Section 4**

The Executive Committee shall meet at least four (4) times a year and more often as called by the Chairperson. A quorum of the Executive Committee shall be 50% of the membership of the committee.

## **Section 5**

Any official action of the NPU-G coming from the Executive Committee must receive a majority vote in a meeting of the committee.

## **Section 6**

The duties of each neighborhood representative to the Executive Committee shall be:

- a. To receive suggestions, problems, questions and issues relating to their respective subcommittee.
- b. To pass these on to the Executive Committee for consideration by the NPU-G.
- c. To aid the NPU-G and the Department of City Planning in communicating with the NPU-G and neighborhood.
- d. To actively participate and to speak on behalf of NPU-G in matters relating to their subcommittee.

## **ARTICLE VI: OFFICERS**

### **Section 1**

There shall be five elected and one appointed officers of NPU-G: Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary, Assistant Secretary. Officers may not be elected from members of the same family. The office of the Treasurer will be appointed by the NPU-G Executive Committee.

## **Section 2**

The duties of the Chairperson shall be the following:

To preside over all meetings of NPU-G.

To call meetings of NPU-G and meetings of the Executive Committee, as necessary.

To appoint ad hoc committees including the Chair of the Nominating Committee.

To ensure that NPU-G is represented on the Atlanta Planning Advisory Board.

## **Section 3**

The duties of the 1st Vice-Chairperson shall be to provide general assistance to the Chairperson and Chair NPU-G meeting in the absence of the Chairperson. Assist as Co-host if meetings are held virtual via Zoom or Conference Call. Attend other meetings as needed and chair Ad Hoc Committee(s)

## **Section 4**

The duties of the 2nd Vice-Chairperson shall be to perform the following when the Chairperson and the 1st Vice-Chairperson cannot: preside over the meetings and ensure that the agenda is followed within set time. Carries out any specific assignments as requested by the Chairperson.

## **Section 5**

The duties of the Secretary shall be:

- a. To ensure that minutes of all NPU-G meetings are recorded and presented at the following NPU-G meeting.
- b. To file official NPU-G actions and other documents with the Department of City Planning within seven (7) days or sooner.

## **Section 6**

The duties of the Assistant Secretary shall be:

- a. To ensure that minutes of all NPU-G meetings are recorded and presented at the following NPU-G meeting, in absence of Secretary or when necessary.
- b. To file official NPU-G actions and other documents with the Department of City Planning within seven (7) days or sooner.
- c. Take the attendance of each member present at NPU-G meetings.

## **Section 7**

The duties of the Treasurer shall be:

- a. To maintain NPU-G funds; recording, holdings and disbursements.
- b. To collect member(s) donations.
- c. Prepares and monitors the budget and maintains accurate financial records.

## **ARTICLE VII: ELECTIONS**

### **Section 1**

A Chairperson, 1st Vice-Chairperson, 2nd Vice-Chairperson, Secretary, Assistant Secretary shall be elected by the members of NPU-G in November and must be in attendance to be elected. The term of office shall begin January 1st through December 31st. Officers shall serve for **one year** unless they are removed. Officers may serve two consecutive terms. Officers may be eligible to serve an additional term after sitting out one term; afterwards they may serve again for another **one-year** term.

### **Section 2**

The Bylaw Committee shall serve as the nominating committee and shall nominate one or more persons to fill each office. The floor shall be open for additional nominations at the NPU-G meeting. All members must consent to serve.

### **Section 3**

Any officer's position shall become vacant upon death of the officer, incapacity to serve, written resignation delivered to the record of NPU-G, ceases to be a member of NPU-G, suspension or removal by the Executive Committee. An officer may receive a verbal warning, be placed on suspension or be removed for causes including but not limited to moral turpitude, misconduct, illegal activities and failure to perform in a satisfactory manner.

### **Section 4**

The Executive Committee shall provide for suspension or removal of any NPU-G officer at any special meeting of the NPU-G with notification in keeping with regular meeting notification processes in which suspension or removal shall be specified as the matter to be considered at the meeting. Suspension or removal may also become effective at any regular meeting at which at least five (5) days' notices that suspension or removal processing will be brought before such meeting has been given. A suspension or removal motion must have a majority vote of those in attendance for the motion to carry. By two-third vote of all members of the Executive Committee, any elected officer may be removed from office for anything illegal.

### **Section 5**

Whenever any vacancy shall occur, the Chairperson shall have the authority to appoint a replacement to serve for the unexpired term. If the Chairperson position becomes vacant, the 1st Vice-Chair shall assume the office of the Chair for the duration of the term. Should the 1st Vice-Chair be unable to serve as Chair, the 2nd Vice-Chair shall assume the office of Chair. In the event there is a vacancy of the 2nd Vice-Chair, The Executive Committee shall nominate the 2nd Vice-Chair to fill the vacancy. The person elected by the Executive Committee to fill the vacancy shall be considered a nominee for the position to be filled by election at the next meeting of NPU-G.

### **Section 6**

Members of the NPU are urged to take an active role within the community. Only members who have attended a minimum of five NPU-G meetings since the prior election shall be eligible to serve as Officers.

## **ARTICLE VIII: SUBCOMMITTEES**

### **Section 1**

The standing subcommittees shall be Public Safety and Code Enforcement; Parks Recreation and Cultural Affairs; Urban Planning & Maintenance; Community Building & Development; and Marketing. The ad hoc subcommittee shall be Policy Ethics and Bylaws.

#### **Public Safety and Code Enforcement (Licensure: Alcoholic Beverages, & Business Licenses)**

This subcommittee shall consider all questions relating to public safety, police services and fire protection, code enforcement and all requests for licenses put before NPU-G and all other matters related thereof, and shall make recommendations to the NPU-G. Further, this subcommittee shall review all alcohol license applications. Upon the decision of the NPU-G vote, the application will require two signatures: The Chairperson and one other officer (1st Vice-Chair, 2nd Vice-Chair or Secretary).

#### **Parks, Recreation and Cultural Affairs**

This subcommittee shall consider all questions relating to the utilization of open spaces, parks, playgrounds, play lots, recreation, cultural programs and all other matters related thereof, and shall make recommendations to the NPU-G.

#### **Urban Planning and Maintenance (Land Use, Zoning, Housing, Transportation, Beltline, Neighborhood Preservation & Environmental Protection)**

This subcommittee shall consider all questions relating to land use, zoning, urban design and historic preservation, environmental quality concerns including but not limited to air quality and pollution, water quality and pollution, noise abatement, solid waste disposal, sanitation with mass transit, streets and highways, bicycles, vehicular transportation, the beltline and all other matters related thereof, and shall make recommendations to the NPU-G. This subcommittee shall recommend changes to the comprehensive development plan including but not limited to land-use, zoning and density. This subcommittee shall review rezoning applications and offer recommendations to NPU-G on matters related to the application, including but not limited to the site plan and (with) proposed conditions.

#### **Community-Building & Development (Economic Development, libraries, education, business development)**

This subcommittee shall consider all questions relating to economic development, libraries, education, business development and all other matters related thereof, and shall make recommendations to the NPU-G.

**Marketing  
(Branding, Outreach & Communication)**

This subcommittee shall manage NPU-G's website/social media pages and all its content. This subcommittee shall make recommendations to the NPU-G relating to all its communications and all other matters related thereof.

**Section 2**

**Ad Hoc Committees**

**a. Policy Ethics and Bylaws Committee**

This subcommittee shall consider all questions having to do with ethics and shall ensure that all officers and appointees agree to be bound by the ethical standards and requirements of NPU officers. This subcommittee shall annually review the Bylaws and shall present them to the membership at the September meeting, and submit the final Bylaws to the Department of City Planning no later September 30th of each year for compliance with the City code requirements.

**Section 3**

**Organization and Reports**

- a. The subcommittee shall carry out the functions indicated by its name.

**ARTICLE IX: AMENDMENTS**

These Bylaws may be amended annually by a majority vote of those in attendance at the September NPU-G meeting, assuming a quorum is present at the meeting. There shall be a review of the Bylaws prior to the September NPU-G meeting by the Executive Committee. Amendments to the Bylaws must be presented and discussed at the September NPU-G meeting, and a vote on each (or all together) shall be taken. Amendments shall become effective on January 1, of the following year, unless otherwise specified.

**ARTICLE X: PROPERTIES**

All materials used in relation to NPU-G shall remain the property of NPU-G.

**ARTICLE XI:**

The procedures and rules governing all meetings of NPU-G shall be those prescribed by the current edition of Robert's Rules of Order.

***City of Atlanta City Code***

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

(b)

(c)

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.

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.

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)

A handwritten signature in black ink, appearing to read 'CA', with a stylized flourish extending to the right.

Andrew Anderson, Chairperson- NPU-G

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**THE BYLAWS COMMITTEE**

Cherenia J. Brooks, Chairperson

Andrew Anderson

Arthur Carson, Jr.

Duncan Harle

Ola W. Reynolds

Voted on September 16, 2021

Yes	No	Abstention
11	0	0

**Certification**

I hereby certify that the attached are a true and correct version of the Bylaws of NPU-G. Adopted by a majority vote of members at a regularly scheduled meeting of the membership on (Date to be inserted).

Signed:



Chair (or Secretary)

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**Date: September 16, 2022**

**DATE RECEIVED BY THE DEPARTMENT OF CITY PLANNING (STAMP):**