

# **Neighborhood Planning Unit H BYLAWS 2023**

## **ARTICLE I. NAME**

The name of this organization shall be Neighborhood Planning Unit- H (NPU-H).

## **ARTICLE II. OBJECTIVE**

The objective of this organization shall be to advise the City of Atlanta, including the Mayor, City Council and any City Agency of matters affecting the quality of life within the neighborhoods of NPU-H, the city budget and budget items relating to neighborhood improvement, the development and preparation of the 5 and 15th year comprehensive development plans, and perform any other task that is currently or may in the future be authorized under City of Atlanta Code Section 6-3013.

## **ARTICLE III. MEMBERS**

### Section 1. Classification/Qualification

A. Members shall be any person 18 years of age or older whose primary place of residence is within the NPU-H designated area or a representative of any corporation, organization, institution, or agency which owns property or has a place of business or profession within NPU-H designated area. (Interstate-285, Cascade Road, Donald L. Hollowell Parkway and Fulton Industrial Boulevard)

B. Youth under the age of 18 years who reside in the NPU-H area shall be encouraged to participate in activities conducted by NPU-H but cannot hold office and have no voting rights.

### Section 2. Proof of Eligibility for Membership

A. Residents shall show a Georgia Driver's License, State of Georgia Identification Card, Voter Registration Card, utility bill, or other appropriate state sanctioned identification as proof of residence when requested.

B. Representatives shall confirm their affiliation with proof of property located within the NPU-H designated area or with a letter of introduction from the corporation, organization, institution or agency, which has a place of business or profession in the NPU-H designated area.

## **ARTICLE IV. MEETINGS**

Section 1. NPU-H shall meet every first Thursday of each month, except December.  
(Transitional Meeting December)

Section 2. The calendar for NPU-H monthly meetings shall be planned in January and presented to the membership at the February NPU-H monthly meeting.

Section 3. The monthly meeting may be changed or postponed by NPU H Chairperson in case of an emergency after consulting with the City of Atlanta Department of Planning. When cancelled, the meeting should be rescheduled for the following Thursday.

Section 4. The NPU membership, elected or appointed communities shall be authorized to meet by telephone conference or through other electronic communication media so long as all the members participating may simultaneously hear each other and participate during the meeting.

Section 5. If the Chairperson and Vice Chairperson of Public Service are absent from a regularly scheduled monthly meeting, the Secretary shall preside over the election of a Chairperson Pro Tem (temporary). In the secretary's absence, any other officer can call the meeting to order and have the assembly to elect a Chairperson Pro Tem. The Chairperson Pro Tem shall preside over the meeting for the duration of the meeting or until the Chairperson or Vice- Chairperson arrives at the meeting. The Chairperson Pro Tem shall be the presiding officers for the one meeting and shall not assume any other duties of an officer. The Chairperson Pro Tem shall serve as presiding officer only for the meeting he/she was elected.

Section 6. All officers shall give annual reports at the November meeting.

Section 7. Transitional Meeting for the old and new officers shall be held the first Thursday in the month of December following the November election. The Chairperson, Recording Secretary, Treasurer and other Executive Board members must attend the meeting and present an end of the year report.

All documents, financial and monetary, meeting minutes and committee reports must be transferred to the appropriate officer. Any ongoing NPU H business issues must be shared or transferred to the newly elected officers, appointed officers and committee chairs. The end of the year reports must be presented at the transitional meeting where they should be reviewed for concerns, upcoming calendar of community events and city government issues

Whether or not there are changes in officers, the reports must be reviewed and any issues of concerns, upcoming calendar of community events, city government issues must be discussed with NPU H residents.

Section 8. Quorum-A quorum of fifteen (15) members must be present in order to transact official business of NPU-H

Section 9. Voting - All eligible members shall have one (1) vote. Proxy voting shall not be allowed.

## **ARTICLE V. OFFICERS**

Section 1. The elected officers of this organization shall be the Chairperson, Vice Chairperson of Public Service, Vice Chairperson of Development, Vice-Chairperson of Environment, Vice Chairperson of Public Policy, Recording Secretary, Assistant Recording Secretary, Treasurer and License Review Board Representative.

Section 2. The appointed officers shall be the Parliamentarian, the Audit Committee and the Alternate Delegate to the Atlanta Planning Advisory Board.

Section 3. Qualifications to hold office

A. All officers shall be eighteen (18) years of age or older.

B. All officers shall be members who reside within the NPU-H designated area.

C. To be eligible to hold an office, a member must have attended at least four meetings within the last twelve (12) months from November to October.

D. Candidates must show an interest in the office sought by being present to answer questions before the voting process. Candidates to be elected as a NPU-H officer must be present at November meeting when the election is held.

Section 4. Election of officers shall be held at the November NPU-H monthly meeting.

A. Voting shall be done by secret ballot, conducted by the NPU/Citizen Participation Coordinator or a representative from the City of Atlanta Office of Planning.

B. Officers shall be elected by majority vote of eligible members present and voting.

C. Eligible voting members are NPU-H members that have attended (3) monthly meetings within the last (12) months prior to election November to October.

Section 5. Nominating Committee:

A. The Nominating Committee shall be elected by the membership at the September meeting.

B. The Nominating Committee shall consist of (5) members.

C. The chairperson of the Nominating Committee shall be chosen among its members at the September meeting or at the first meeting of the committee. NPU-H Chairperson shall provide

to the Nominating Committee a copy of the Bylaws, Election Procedures and Duties of the Nominating Committee.

D. Members elected to serve on the Nominating Committee may not serve consecutive years.

E. Current elected officers cannot be members of the Nominating Committee.

F. Members of the Nominating Committee must have attended at least four general meetings of NPU-H within the last twelve (12) months prior to September. (September to October).

G. The Nominating Committee shall consider all eligible members for office and present a slate at the October meeting. Following the report of the nominating committee, additional eligible nominations may be made from the floor at the October meeting and added to the ballot for the November election.

H. No nominations from the floor shall be made during the November election meeting

#### Section 6. Term of Office

A. The Chairperson, Vice-Chairpersons, Recording Secretary, Assistant Recording Secretary, Treasurer and License Review Board Representative shall serve for one (1) year and may not succeed themselves more than three (3) consecutive years.

B. All officers shall assume their respective office in the month of January following the November elections.

#### Section 7. Vacancies

A. If a vacancy in the office of the Chairperson occurs, the Vice-Chairperson of Public Service shall assume the office through the end of the term, if the vacancy occurs no earlier than September. If the vacancy occurs prior to September, the Vice Chairperson of Public Service shall serve until a special election for Chairperson shall be held within two months after the vacancy occurs. A special election is called for by Recording Secretary to elect a new Chairperson to complete the remainder of the term. The election shall be conducted as follows:

(1) Nominations for the position of chairperson shall be made from the floor.

(2) Voting shall be done by secret ballot, conducted by the NPU/Citizen Participation Coordinator or by a representative of the City of Atlanta's Bureau of Planning.

(3) The chairperson shall be elected by majority vote of eligible members present and voting.

(4) Eligible Voters are NPU H members that have attended three (3) monthly meetings within the last twelve (12) months prior to the election November to October.

B. If a vacancy in the offices of Vice Chairperson (s), Treasurer and License Review Board Representative occurs the Executive Committee shall appoint an eligible member to serve in such capacity for the remainder of the unexpired term.

C. The officer in question shall be notified in writing, by email or phone call of the petition of removal at least ten (10) days prior to the vote.

Section 8. Removal from Office – Officers may be removed from office in the following ways:

A. After missing three consecutive NPU-H monthly meetings without notifying the presiding Chairperson, a letter of notification will be sent by the Chairperson of the intent to remove said officer. When the fourth consecutive meeting is missed with or without notification, the office is considered vacant.

B. An officer may resign their office by submitting a letter to the Chairperson, indicating their desire to vacate their position. In case the Chairperson resigns, the letter should be sent to the Vice-Chairperson of Public Service.

C. A petition signed by fifteen NPU-H members requesting the removal of an officer shall be submitted to the remaining officers and the NPU-H body at its regularly scheduled monthly meeting and voted upon by the body at the next regularly scheduled monthly meeting. The officer in question shall be notified in writing, by email, phone call of the petition of removal at least ten (10) days prior to the vote. The membership will be notified at least three (3) days prior to the date of voting, that a petition of removal will be on the agenda.

D. Removal from office by Petition requires a two-thirds vote of the eligible members present at the meeting.

## **ARTICLE VI. DUTIES OF OFFICERS**

Section 1. The Chairperson shall:

A. Preside at all NPU-H meetings and conduct the same consistent with these Bylaws and Roberts Rule of Order.

B. Preside at all Executive Committee meetings of the officers of NPU-H.

C. Call special meetings when necessary.

D. Serve as official spokesperson to present the majority position of members of NPU-H.

E. Serve as ex-officio member of all committees, except the Nominating committee.

F. Serve or Appoint a delegate to the Atlanta Planning Advisory Board (APAB).

G. Appoint the NPU-H Parliamentarian and the Audit Committee at the first meeting in January.

H. Appoint a vice chairperson to preside and/or assume the role of chairperson in their absence. If the chairperson does not appoint a vice chairperson to serve in their absence, the Vice Chairperson of Public Service shall serve in the absence of the Chairperson.

I. Appoint Ad Hoc Committees with consultation and approval of the Executive Committee.

J. Represent NPU-H at City and other governmental functions and on civic organizational boards.

## Section 2. The Offices of Vice Chairpersons:

### A. Vice Chairperson of Public Service shall:

(1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Chairperson

(2) Represent the Chairperson upon request by the Chairperson.

(3) Monitor the activities of the NPU-H Committees on Health, Safety, Transportation, Infrastructure/Utilities, and Public Works (streets).

(4) Perform other tasks as designated by the Chairperson.

### B. Vice Chairperson of Development shall:

(1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Chairperson and Vice Chairperson of Public Service.

(2) Monitor the activities of the NPU-H community development/human resources, zoning/subdivision, code enforcement, City Planning Department, City Zoning Review Board and Board of Zoning Adjustments.

(3) Represent the Chairperson upon request of the Chairperson

(4) Perform other tasks as designated by the chairperson.

### C. Vice Chairperson of Environment shall:

(1) Preside at NPU-H meetings upon request of the Chairperson.

(2) Monitor the activities of the NPU-H committees on Beautification, Education, Parks-Recreation-Historic Preservation, and Neighborhood Clubs.

(3) Represent the Chairperson upon request of the Chairperson

(4) Perform other tasks as designated by the Chairperson.

D. Vice Chairperson of Public Policy shall:

- (1) Preside at NPU-H meetings upon request of the chairperson
- (2) Review, inform and make recommendations to NPU-H on city ordinances, codes, policies, laws, and variances
- (3) Represent the chairperson upon request of the chairperson.
- (4) Represent NPU-H on Policy and Legislative Matters that the NPU-H has taken a position on or resolution by consent vote.
- (5) Review, inform and advise NPU-H on State and Federal legislation that affects the residents of NPU-H.
- (6) Monitor legislative activities of City Council and report to NPU-H membership.

Section 3. The Recording Secretary shall:

- A. Record the minutes at each NPU-H monthly meeting and present the minutes at the following NPU-H monthly meeting for corrections and approval by the assembly. The minutes shall be in typed form and made available to each member at the start of the meeting.
- B. Keep an accurately typed record of minutes of all proceedings of the NPU-H monthly meetings.
- C. Assist with correspondence upon request by the Chairperson or Vice-Chairpersons.
- D. Edit and correct the minutes as requested.
- E. Submitting the minutes to the Chairperson at least one week prior to the next month's meeting.

Section 4. The Assistant Recording Secretary shall:

- A. Perform the duties of Recording Secretary when he or she is absent.
- B. Keep membership attendance records and provide Parliamentary record for voting quorum.
- C. Update and maintain mailing, email and calling post lists on behalf of the organization.

Section 5. The Treasurer shall:

- A. Maintain a full and accurate account of all funds, receipts, and disbursements of NPU-H. The treasurer receives and disburses all monies in accordance with the Bylaws. This also pertains to monies/capital resources given to NPU-H as a grant. If a grant is presented, he/she shall cooperate with the third party to the extent necessary to ensure the integrity and accountability of the grant funds.
- B. Provide a written financial statement at each meeting of the general membership and Executive Committee meetings or other times as required.
- C. Present an annual financial report of all finances to the membership at the November meeting.
- D. Serve as chairperson of the budget committee.
- E. All checks shall be signed by the Chairperson and Treasurer of NPU-H. The Recording Secretary's signature shall also be on file at the bank, in order to sign checks in an emergency, in place of either the Treasurer or Chairperson.
- F. Obtain an annual audit of financial records in December of each year, completed by NPU-H's Audit Committee.

Section 6. License Review Board Representative shall:

- A. Serve as the representative of the NPU-H at the License Review Board meetings.
- B. Serve as a member of the NPU-H Public Service Committee.
- C. Provide a typed report to the NPU-H membership of licensing request reviewed by the City License Review Board for applicants in NPU-H.

Section 7. The Audit Committee shall:

- A. Audit NPU-H books prior to the December transitional meeting.
- B. Submit a written report to the members of NPU-H at the regularly scheduled NPU-H meeting in January.

Section 8. The Parliamentarian shall:

- A. Parliamentarian shall upon request, advise the presiding officer on points of Parliamentary procedure.
- B. Ensure that all new members have access to a copy of the Bylaws by the February meeting. (electronic and hard copies)
- C. Serve on the Bylaws Committee

D. Ensure the distribution to the membership of any revisions of the By Laws.

Section 9. The Alternate Delegate to the Atlanta Planning Advisory Board (APAB) shall:

A. Attend the APAB monthly meetings; serve as the voting delegate in the absence of or at the request of the NPU-H Chairperson.

B. Attend at least eight (8) APAB meetings per year.

## **ARTICLE VII. Executive Board and Executive Committee**

Section 1. Executive Board Composition - The Executive Board is comprised of the elected and appointed officers, Committee Chairpersons, Parliamentarian and the immediate and past Chairperson of the NPU-H.

A. The Executive Board shall meet at least three (3) times a year. Additional meetings may be called by the Chairperson or at the request by a quorum of the Executive Board membership. A quorum for the Executive Board meeting shall be four (4) members present.

B. Duties - The Executive Board shall assist NPU-H in formulating policies and recommendations as set forth in the duties and definition of the Committees in Article IX of the bylaws.

Section 2. Executive Committee -The Executive Committee is comprised of the elected officers, parliamentarian and immediate and past chairperson.

Duties shall be:

A. To appoint standing committee chairpersons and the Alternate Delegate to the Atlanta Planning Advisory Board.

B. To oversee and approve the work of the committees.

C. To develop policy and procedures.

## **ARTICLE VIII. COMMITTEES**

Section 1. Composition - The standing committees of NPU-H shall be: Planning & Community Development, Human Resources & Education, Zoning & Subdivision, Utilities & Public Works, Transportation, Finance & Budget, Legislative, Public Safety, Code Enforcement, Community Appearance, Parks-Recreation-Historical Sites, and Health.

Section 2. Duties The standing committees are responsible for submitting typed or written reports of committee activities to the membership of the NPU-H and to the Executive Board each month.

A. Planning & Community Development Committee shall monitor and make recommendations on activities pertaining to NPU-H relative to the City's Comprehensive Development Plan, the Community Development Block Grant Program, the Capital Improvements Plan and those projects submitted by the other Neighborhood Planning Units to ensure that all projects submitted by NPU-H are consistent with the goals and objectives NPU's set forth in these programs.

This committee shall review and comment on selection criteria policies and procedures used to allocate funds and to make recommendations to the Executive Committee for NPU-H appropriate action.

B. Human Resources & Education Committee shall monitor the human resources available in NPU-H for residents and make recommendations that will improve the quality of life: shall monitor services provided and funds allocated for human services by the City of Atlanta and Fulton County. Shall facilitate opportunities to educate residents in NPU-H on civic responsibility, leadership and service. Shall monitor matters related to academic education and technical training available to residents in NPU-H.

C. Zoning and Subdivision Committee shall monitor matters related to land use and zoning, new development planning, urban design and historic preservation with particular emphasis on NPU-H issues and makes recommendations to the Executive Committee for appropriation action.

D. Utilities & Public Works Committee (sanitation services, city streets, franchises, sewers) shall monitor matters that appear on the agendas of the Atlanta City Council's Utilities Committee, with particular emphasis pertaining to NPU-H issues. In addition, shall monitor and consider actions of public or private entities that may adversely affect the environment, health and livability to our neighborhood.

E. Transportation Committee (airport, MARTA, traffic/streets) shall monitor matters that appear on the agendas of the Atlanta City Council's Transportation Committee to bring to the attention of the Executive Committee of NPU-H issues that are of concern to our neighborhood.

F. Finance & Budget Committee (city budget and financial issues) shall monitor matters that appear on the agendas of the Atlanta City Council's Finance/Executive Committee and to bring to the attention of the Executive Committee of NPUH any issues that are of concern to our neighborhood. Shall oversee the handling of NPU-H funds and Budget Allocations.

G. Legislative Committee (actions of the Atlanta City Council; appointments to top city positions, boards, and commissioners) shall monitor matters that appear on the agendas of the Atlanta City Council's Committees, State and Federal Legislation to bring to the attention

of the NPU-H Executive Committee and membership any issues that are of concern to our neighborhood.

H. Public Safety Committee (police, fire, corrections and law department; taxi service) shall monitor, investigate and consider all questions related to police services, license review boards, fire services, other general public safety issues and to bring to the attention of the Executive Committee of NPU-H issues that are of concern to our neighborhood.

I. Code Enforcement Committee shall monitor code enforcement policy as set forth by the City; shall monitor and report code violations within NPU-H to the Executive Committee of NPU-H, NPU-H membership, and the City Code Enforcement office.

J. Community Appearance Committee shall monitor residential and business beautification in NPU-H; shall promote the beautification of business, residential and open spaces within NPU-H; shall work with city services and private organizations to improve and maintain the appearance of the communities in NPU-H and to bring to the attention of the Executive Committee of NPU-H issues that are of concern to our neighborhood.

K. Parks-Recreation-Historical Sites Committee shall monitor city up-keep and allocation of funds for the parks, recreation centers and greenspace areas by the City of Atlanta in NPU-H; shall work with community organizations to maintain and improve the conditions of parks, recreation centers, greenspace areas and Historical Sites in NPU-H.

L. Health Committee shall work with community organizations, monitor, investigate and consider all questions related to health and environmental health and bring to the attention of the Executive Committee of NPU-H any issues that are of concern to our neighborhood.

## **ARTICLE IX. SPECIAL COMMITTEES**

Section 1. Special committees shall be appointed as necessary by the Chairperson or Executive Committee.

Section 2. Special committees shall perform the duties as prescribed by the Chairperson or Executive Committee.

## **ARTICLE X. PROHIBITION OF POLITICAL FORUMS**

NPU-H monthly meetings shall not be used for political forums or campaigning for City, County, State or National Elections. Candidates for public office shall not be allowed to speak about their races or their candidacy for a position or disseminate political information inside of the space in which the NPU meeting is held.

## **ARTICLE XI. PARLIAMENTARY AUTHORITY**

The most recent version of Robert's Rules of Order, shall govern the operation of NPU-H. If there are any provisions in Robert's Rules of Order in conflict with these bylaws, the provisions in these bylaws shall control.

This organization shall also be subject to the provisions in the City of Atlanta Ordinance Code Sections 6-3011 through 6-3019, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

## **ARTICLE XII AMENDMENT OF BYLAWS**

Section 1. Appointment of Bylaws Committee - The Bylaws committee shall be appointed at the April meeting by the chairperson and shall serve until December 31st of the current year.

Section 2. Membership Recommendation The membership shall submit all amendment recommendations to the Bylaws Committee by the July meeting.

Section 3. Presentation of recommendations The Bylaws committee shall present amendment recommendations at the August meeting.

Section 4. Vote on Bylaws - The Bylaws shall be amended by a majority of members present and voting at the September meeting.

Section 5. Submission of approved Bylaws - The most recent set of the approved Bylaws shall be submitted to the City of Atlanta Bureau of Planning no later than September 30th.

Section 6. Effective date of Bylaws Approved Bylaws become effective January 1st of the following year, after being reviewed by the City of Atlanta, Bureau of Planning unless otherwise specified in the amendment.

## **ARTICLE XIII. NPU-H FUNCTIONS, POWER AND DUTIES**

Section 1. The NPU-H shall recommend an action, a policy, or Comprehensive Plan to any city Agency on any matter affecting the quality of life within its neighborhoods. The recommendations can include, but not limited to land use, zoning, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks. The committee shall assist agencies and departments of the City of Atlanta in determining priorities for the neighborhood. It also shall review items for inclusion in the city budget for the City of Atlanta and make recommendations relating to budget items for neighborhood improvements.

Section 2. The NPU-H is a vehicle for residents in our designated area to receive information concerning all functions of the City of Atlanta government. The NPU-H's monthly meetings enable citizens to express ideas and comments on City of Atlanta plans and proposals while assisting the City of Atlanta in developing plans which best meet the needs of our neighborhoods.

## **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)

*Mrs. R. R. Harris*

Re-Submitted September 28, 2022

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