

NEIGHBORHOOD PLANNING UNIT- K BYLAWS

Proposed: 20 September 2022

Adopted: 20 September 2022

The name of the organization shall be NEIGHBORHOOD PLANNING UNIT K, herein referred to as NPU K.

Article I. PURPOSE

To recommend an action, a policy matter, 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 spaces 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 the neighborhood improvement; and advise the bureau of planning on the preparation of the (15) fifteen, (5) five, (1) one year comprehensive development plans now referred to the Comprehensive Development Plan (CDP).

Article II. MEMBERSHIP AND MEETINGS

Section 1

Resident shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution, or agency which owns property or has a place of business or profession within the 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.

Section 2

Meetings shall be conducted in-person, online, telephonically, or a combination of in-person, telephonically, and via an online meeting application such as, but not limited to, WebEx, Zoom, Microsoft Teams, or similar application as approved by the City's Department of Planning.

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Meetings shall be on the third (3rd) Tuesday of each month. In November and December, the meetings shall be held on the second (2nd) Tuesday of the month due to the holidays.

The place of the in-person meetings shall be the City of Refuge, 1300 Joseph E. Boone Blvd NW, Atlanta, GA 30314.

When the City of Refuge cannot be utilized, the place of the meeting shall be designated by the Chairperson of NPU K. The general body must be given at least a three (3) day notice of the meeting venue and/or online meeting information. NPU K shall hold, at minimum, 8 meetings per annum.

Meeting minutes are to be recorded during the meeting by the NPU K Recorder or Assistant Recorder, in the case of the Recorder's absence. The minutes shall be typed or written and then transposed to a typed document within one week of the meeting. The minutes will then be circulated to all Executive Board Members and reviewed for accuracy of content, spelling, and grammar. The meeting minutes may be distributed prior to the general body meeting to expedite the approval process during the general body meeting. Minutes shall be approved at the beginning of each NPU K Meeting. The meeting minutes are to be maintained in the NPU K Google Drive and shall be made available to all residents, upon request. The meeting minutes are not required to be kept at the City of Atlanta but can be sent and retained as a back-up copy for future reference.

Section 3

Special meetings shall be called by the chairperson or by majority vote of the membership present. In order for a special meeting to be valid, a quorum must be present. A quorum shall consist of representation of a simple majority of the neighborhoods, with at least nine (9) residents present in total.

Section 4

If circumstances such as, but not limited to, dangerous weather, hazardous conditions, internet failure, power failure, pandemic, etc. occur, the meeting may be postponed or cancelled. The authority to cancel or postpone a meeting shall be made at the Executive Board level. In the event of cancelation or postponement, the general body will be notified of the situation as soon as practical through the email liaisons for each neighborhood, and a best effort shall be made to update available digital platforms.

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Section 5

It is the practice and preference of NPU that all petitions and applications requiring action or input from the NPU be first presented to the affected neighborhood association at their regular meeting. If a neighborhood does not have an active association, then the applicant should reach out to the relevant neighborhood liaison. While this is the strong preference of the NPU, we recognize that this is not required by law. Upon presentation of the petition or application to the affected neighborhood association, the NPU will take up the application or petition at the next general meeting.

Should an applicant or petitioner elect not to present to the neighborhood association the NPU may elect to defer the application or petition, recognizing that the deferral may not be recognized by the License Review Board, the Board of Zoning Adjustment or other similar bodies. The NPU may also elect to vote for approval, denial, or no recommendation.

Section 6

All Land Use and Zoning issues, Liquor Licenses, Special Use Permits, etc., shall appear on the published agenda before being voted on by NPU K. Land Use and Zoning issues, Liquor Licenses, Special Use Permits, etc., that have not been presented to and voted on by NPU K shall be automatically deferred by NPU K until the next scheduled meeting of the Body. Either the NPU K Planner, the NPU K Chairperson, or Chairperson's designee shall notify the appropriate entities that the issue was automatically deferred by NPU K for lack of proper notification of the residents when such issues may be scheduled for a public hearing by the Board on Zoning Adjustment, Zoning Review Board, License Review Board etc., or any other formal review process before the next scheduled meeting of NPU K.

Article III: Neighborhood Organizations

Section 1

A Neighborhood Association is a group of residents that share a similar geography within the boundaries of NPU K. This group holds regular meetings, which discuss issues of concern for the neighborhood. The Neighborhood Association may, but is not required to, have unique bylaws and elected officers to govern meetings.

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Section 2

A Neighborhood Liaison is a representative of a group of residents. This liaison may convene meetings of their neighborhood on an ad hoc basis to inform residents of issues of importance. These meetings may also be convened in order to inform NPU K of issues of concern to the residents.

Section 3

The process of acceptance of a Neighborhood Association requires submission of a written document, signed by members of the group, including the associated governing board, identifying the purpose of the group, identification of its geographic boundaries, ensuring that they do not overlap the boundaries of a previously recognized neighborhood association, and a point of contact for communication from NPU K Officers. Upon submission of this information to NPU K, the neighborhood association shall be accepted and recognized by NPU K with no vote required.

Article IV: VOTING

Section 1

Issues shall be resolved by a simple majority of residents' votes cast.. Abstentions are counted for the purpose of a quorum; however, they are not counted in determining the total number of votes cast. Voting can be made by show of hands or by ballot. The choice being made by the residents participating in the voting. Requests for voter certification shall be honored at all times.

When utilizing online or hybrid meetings, the NPU shall use a mechanism that allows for recorded votes to be available after the vote is closed. For residents not able to utilize this function, a vote by voice and a vote in the available chat function shall be solicited by the presiding officer.

Section 2

Voter certification may be done before any voting, during the election of officers, and on Zoning matters or at any time when so requested by a member of the NPU K body.

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Voter certification may include reasonable assurances from neighbors that the voting members are residents.

Article V. ELECTION OF OFFICERS

Section 1

By the regularly scheduled meeting on the third Tuesday of October, a Nominating Committee of three or five voting residents, representing the several neighborhoods, shall be appointed by the NPU K Chairperson. It shall be the duty of the Nominating Committee to present a slate of nominees at the November meeting. Before the election at the November meeting, additional nominations from the floor shall be solicited and permitted.

Section 2

To qualify for holding office in NPU-K, each candidate must be a resident as described under ARTICLE II, Section 1, and 18 years of age or older. Additionally, each candidate for office must have attended 2 of all monthly meetings held within the year prior to the annual election of offices.

Section 3

If all of the following criteria are met:

1. The Nominating Committee cannot bring a slate listing candidates for Chairperson and Vice-Chairperson;
2. And the Committee is not discharged by the Chairperson at the time of its November report;
3. And there is not a scheduled meeting in December;

then the Nominating Committee shall be permitted to appoint an acting Chairperson and Vice Chairperson to serve NPU K for sixty (60) days or two (2) meetings or less beginning with the January meeting.

Section 4

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All officers shall be elected for a one-year term beginning January 1st, after the November election and ending December 31st of that year. The officers shall be elected by ballot. Election shall be by simple majority of NPU K residents' votes cast. Abstentions are counted for the purpose of a quorum; however, they are not counted in determining the total number of votes cast.

Article VI. OFFICERS

Section 1- Officers

The elected officers of NPU K shall be Chairperson, Vice Chairperson, Recorder, and Assistant Recorder.

Subsection 1- Non-Elected Offices

The non-elected officers of NPU K shall be Parliamentarian and Sergeant-at-Arms. On an as needed basis, a Parliamentarian or Sergeant-at-Arms may be appointed by the Chairperson of NPU K.

Section 2 - Duties of Officers

CHAIRPERSON: Presides over all meetings and appoints as many committee chairpersons and liaison officers as necessary to perform the functions of the organization.

VICE-CHAIRPERSON: Serves in the absence of the Chairperson and assists with Committee development.

RECORDER: Keeps accurate accounts of the proceedings of meetings and handles all correspondence regarding NPU transactions.

ASSISTANT RECORDER: Serves in the absence of the Recorder and assists with the sign-in of residents and guests attending the meetings in the absence of the Sergeant-At-Arms at the request of the Chairperson, and to assist with Social Media correspondence.

PARLIAMENTARIAN: Rules on issues of Parliamentary procedure to improve the governance of NPU K. Additionally, the Parliamentarian must be knowledgeable of Robert's Rules of Order Newly Revised.

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SERGEANT-AT-ARMS: To assist with the sign-in of residents and guests attending the meeting, and to assist with ballot tabulations and voter certifications when so requested and keeping order.

Section 3 - Term of Officers

All officers shall be elected annually. The Chairperson of NPU K may not succeed himself/herself/themselves for more than two (2) consecutive full terms. A full term shall be defined as (9) nine consecutive months or more.

Section 4 - Vacancies

If the office of Chairperson shall become vacant prior to the annual election, that office shall be filled by the Vice Chairperson. In the event the office of Recorder is vacant, the office shall be filled by the Assistant Recorder.

Should sudden vacancies occur in the offices of the Vice Chairperson or Assistant Recorder prior to the annual election, either office may be filled by a majority vote of residents present at a monthly meeting of NPU K, with the electee serving until the next annual election.

Section 5 - Non-Functioning Officers

Elected officers who fail to satisfactorily perform the duties of such office without just and acceptable cause shall be replaced by a two-thirds majority vote of residents. The interim person will be expected to serve until such term expires.

Section 6

Committee and/or Board officers who fail to perform duties of such office without just and acceptable cause shall be recommended for replacement by simple majority vote of the Board. In the event of a tie, the tie breaking vote shall be cast by the Atlanta Planning and Advisory Board (APAB) delegate, or if the APAB Delegate is unavailable, the tie breaking vote shall be cast by the APAB delegate alternate. The Committee and/or Board officer in question may request in writing the violation(s) within seven (7) business days of the replacement request. The Committee and/or Board officer in question may then participate in a mediation session with the City of Atlanta Assistant Director of the NPU System. If mediation is not effective, the recommendation for replacement shall be brought to the NPU K body by the chairperson for a majority vote. This vote must occur at a regularly scheduled NPU K meeting within 60 days.

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Should the body approve of the replacement of the committee and/or Board officer, the removed Committee Chair and/or Board officer shall turn over any NPU K Committee and/or Board related materials and provide a written update to the status of outstanding committee and/or Board tasks within fifteen (15) days of the vote from the NPU K body.

Article VII: COMMITTEES

Section 1- Committees

NPU K may establish, but shall not be limited to, the following committees with chairpersons whose terms are no more than 12 months in length to be terminated on 1 February following the ascension of a new board.

LAND USE AND ZONING COMMITTEE- To identify and study issues and concerns which pertain to Land Use and Zoning and to review zoning applications; to become familiar with the city's one (1), five (5), and fifteen (15) year Comprehensive Development Plans and make necessary recommendations to NPU K.

PARKS AND RECREATION COMMITTEE- To identify and study issues and concerns which pertain to parks and recreation and to make recommendations to NPU K.

TRANSPORTATION COMMITTEE- To identify and study issues and concerns pertaining to transportation and to make recommendations to NPU K.

PUBLIC SAFETY AND HOUSING COMMITTEE- To identify and study issues and concerns which pertain to law enforcement and the public well-being and make recommendations to NPU K; and to identify and study issues and concerns in such areas as housing, housing rehabilitation, housing code enforcement, and to make recommendations to NPU K.

MEMBERSHIP COMMITTEE- To identify ways and means to increase membership and involvement of all residents within the boundaries of NPU K, to keep an updated roster of residents, including addresses and phone numbers, and to make recommendations to NPU K as to these duties, when appropriate.

EDUCATION COMMITTEE- To identify and study issues and concerns in the Atlanta Public School System. To bring to the attention of all residents of NPU K educational needs. This Committee may sponsor supplementary educational programs and may make recommendations to NPU K, the Atlanta Board of Education, and the Mayor of the City of Atlanta and/or their designated educational liaison.

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The Chairperson of NPU K shall appoint an Atlanta Planning and Advisory Board (APAB) delegate and an APAB delegate alternate. The NPU K Chair shall seek volunteers first from the committee chairs. If there are no volunteers from the committee chairs, the Chair of NPU K shall then seek volunteers from the general membership of NPU K.

Article VIII: BYLAWS REVIEW and AMENDMENT

Section 1

A Bylaws Review Committee shall be appointed annually by the Chairperson of NPU K to review the Bylaws and make a report of recommendations to be voted upon and approved by a two-thirds majority of the membership of NPU K 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.

Section 2

Bylaws of NPU K shall be submitted to the Department of City Planning no later than September 30th for compliance with the City of Atlanta Code requirements. Said Bylaws shall become effective on January 1 of the following year.

Article IX: LIAISON

The Chairperson shall make recommendations to the membership for approval or make direct appointments of liaisons to city government or private entities whose actions will have a direct or indirect impact upon the residents of NPU K. The liaisons shall make reports to NPU K as often as necessary. Such organizations are:

The Atlanta Planning and Advisory Board (APAB)

The Atlanta Youth Commission

The Atlanta Commission on Aging

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Or other organizations related to the development of the well-being and functioning of the area encompassed by, bordering, or reasonably near the geographic boundaries of NPU K.

Article X. NPU K LETTERHEAD

Section 1

The letterhead of NPU K shall be in the care and protection of the elected officers and shall not be used by any non-elected residents without the permission of the Chairperson or the NPU K membership.

Section 2

The minutes of all official meetings of NPU K shall be written or typed under the official letterhead. They shall be published and made available to the residents each month in a manner consistent with city ordinances.

Section 3

The NPU K social media, website, printed, presented, created materials, etc., email address, and all social media platforms used to communicate with the residents of NPU K and the general public are the property of NPU K and not owned by any Board member or Committee Chair. All, but not limited to the above, documents shall reside on the NPU K Google Drive. Only Executive Board Members of NPU K shall have unrestricted access to the content on the Google Drive. Any documents distributed to the general body shall be distributed in an appropriate digital or printed manner.

Article XI: SIGN-IN SHEETS (ATTENDANCE)

Two styles of sign-in sheets shall be provided at all official meetings of NPU K. One style shall be for the sign-in of NPU K residents only. This information shall be used to help determine the number of votes that can be cast on issues that require vote of the membership. The second

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sheet shall be for non-eligible voters and shall include visitors, politicians, city government liaison, project presenters and their assistants and representatives, etc.

Article XII: POLITICAL SPEECHES- PRESENTATIONS

Neighborhood Planning Units are mandated non-partisan by the City of Atlanta; therefore, political speeches and presentations are prohibited in all official meetings of all NPU organizations. Such presentations may be made to those who agree to remain after the official meeting has ended.

Article XIII: ROBERT’S RULES OF ORDER

All matters not covered by these Bylaws shall be governed by the most current edition of Robert’s Rules of Order Newly Revised.

Article XIV: SUPERCESSION OF AUTHORITY

These Bylaws shall supersede all previous Bylaws of NPU K.

Section 1

APPROVED: By the membership of the Neighborhood Planning Unit K on 20 September 2022.

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Section 2

Adoption Certified by:

	Date	Signature
NPU K Chairperson	_____	_____
NPU K Vice Chairperson	_____	_____
NPU K Recorder	_____	_____
NPU Assistant Recorder	_____	_____