

OFFICIAL BY-LAWS OF NEIGHBORHOOD PLANNING UNIT— P

REV 09/07/22, RATIFIED 09/12/22 EFFECTIVE January 1, 2023 to December 31, 2023

NPU-P Chair: Reginald Rushin P.O. Box 310232, Atlanta, GA 31131 470-363-9086

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PREAMBLE

We citizens, concerned with the welfare and orderly community development of Atlanta's Neighborhood Planning Unit P (NPU-P), in order to provide an organization representative of total community concerns and directed toward planning and development of the areas as a whole, do hereby establish the Neighborhood Planning Unit P Planning Committee, and do ordain the following By-Laws.

ARTICLE I: NAME

Section 1 The name of this organization shall be the Neighborhood Planning Unit P (NPU-P) Planning Committee, hereafter referred to as the "Committee".

ARTICLE II: BOUNDARIES

Section 1 NPU-P Boundaries—the community served by the Committee shall be known as Neighborhood Planning Unit-P, hereinafter referred to as NPU-P as defined by the Bureau of Planning and approved by the City Council. See Appendix for map. The geographical boundaries are determined by the Bureau of Planning are as follows:

- The Northern boundary follows the city limits in Fulton County starting at
 Interstate 285 runs along Cascade Road SW and turns south onto Fairburn road
 SW, follows Fairburn Road SW to Garrison Drive SW, turns west and follows
 Garrison Drive SW to the CSX railroad, turns north to follow the CSX railroad
 (includes the subdivisions of Martin's Park and South Oaks), continues west along
 city limits and turns south just past Niskey Lake Road SW,
- The *Western boundary* follows the city limits and turns south along the western side of Niskey Lake Road SW, turns west (crossing County Line Road SW), then south along Sand Creek Drive SW to Tell Road SW (along the western edges of Greenbriar Village/Acres, Sandalwood Estates, Arlington Estates, Fairway Acres, and Wildwood Forest subdivisions), turns east on Tell Road SW, follows Tell Road SW and turns south along the western boundary of the Lake Jan & Carol Estates, continues east to Fairburn Road SW, follows Fairburn Road SW/Old Fairburn Road SW south and crosses over Camp Creek Parkway, to city limits south of Camp Creek Parkway and turns east,
- The Southern boundary follows the city limits south of Camp Creek Parkway SW continuing east (crossing Princeton Lakes Parkway SW and Carmia Drive SW) to the Atlanta/East Point city limits and turns north,
- The *Eastern boundary* follows the Atlanta/East Point city limits north (running behind American Signature Furniture, Highlands apartment complex and BJs Warehouse), crosses Redwine Parkway SW, continues north along the city limits and turns east along the south fork of Camp Creek to Interstate 285, continues

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north along the west wall (Campbellton Road SW and Barge Road SW) of Interstate 285 to Cascade Road SW.

ARTICLE III: PURPOSE

Section 1 Purpose—The purpose of the Committee shall be to (1) advise the City of Atlanta, including the Mayor, City Council, and any Department or Official of the City, on all matters affecting the environment, the well-being of the residents, and the general livability of the neighborhoods within the NPU-P, and to (2) promote comprehensive planning and ensure land use compatibility between NPU-P and neighboring communities, the City (Southwest Atlanta), and adjacent counties and municipalities.

Section 2 Accountability—Neighborhood Planning Unit Committees (NPUCs) shall be accountable to the residents of the area they represent.

ARTICLE IV: MEMBERSHIP

Section 1 Membership Criteria—Any person 18 years of age or older (1) whose primary place of residence is within the NPU-P, or (2) who owns, manages or is responsible for a corporation, organization, institution or agency which owns property or has a place of business within the NPU-P, may be determined to be a resident and is thereby eligible for membership in the Committee and may become a member of the committee at any time.

ARTICLE V: VOTING

Section 1 Attendance Requirements—each member is entitled to participate in the deliberations of the Committee and shall have one (1) vote on actions taken by the Committee. However, each member must attend at least two (2) regular meetings within the previous twelve (12) months in order to be eligible to vote on Committee actions.

- a. The above voting restrictions do not apply to the adoption of the By-Laws.
- b. NPU-P Chair or designated NPU-P Officer shall hold a vote on the By-Law changes with a show of hands.
- c. Community members that meet eligibility requirements may vote on items before the NPU-P. The acceptable means for voting on matters before NPU-P are specified as follows:
 - i. **In-Person Meetings**: voting by a show of hands of members present.
 - ii. **Virtual Meetings**: the online polling feature of the virtual meeting platform, and by specifically stating their vote if joining by phone.

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iii. **Hybrid (In-Person Meeting with a simultaneous virtual platform)**: by voting with a show of hands in person, by electronic polling, or by specifically stating their vote if joining by phone.

Section 2 Voter Eligibility—to be eligible to vote in elections for officers, or be elected to an office, a member must attend four (4) or more regular meetings during the previous twelve (12) months.

a. The NPU-P Secretary shall maintain a record of attendance, comprising of sign-in sheets from in-person meetings, or the roster captured from the electronic meeting platform.

Section 3 Residency Requirements—Proof of residency or business ownership is required on all voting actions. Proof in the form of official documents printed with the legal home or business address, such as driver licenses, business licenses, property tax bill, or utility bill, is acceptable.

ARTICLE VI: ORGANIZATION AND OFFICERS

Section 1 Executive Committee—The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, Corresponding Secretary, and the Chairpersons of all Standing Committees.

Section 2 Officer Duties—the duties of the NPU-P Executive Committee are as follows:

- a) The **Chairperson** shall call to order and preside over all meetings of the general membership and executive committee.
 - Knows and follows the bylaws of the NPU.
 - Consults with the City Planning Department on all matters of Land Use, Zoning, and Development.
 - Attends or sends a representative to City Council meetings and Atlanta Planning Advisory Board (APAB) meetings.
 - o Appoints an APAB delegate and an alternate delegate.
 - Signs all contracts on behalf of the NPU.
 - o Develops and updates a procedure book.
 - Ensures that all required reports and forms are completed and returned to the City by the designated deadline.
 - Carries out the will of the NPU.
- b) The **Vice—Chairperson** shall conduct all meetings and execute on the Committee business in the absence of the Chairperson.
- c) The **Treasurer** shall receive, disburse, and keep records of all financial transactions of the Committee. Additionally, the Treasurer and the Executive Committee shall not make disbursements to exceed two hundred (\$200.00) dollars per month without the approval of NPU-P.

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- d) The **Recording Secretary** shall record all proceedings of the meetings of the Committee; and maintain the NPU-P Membership Records.
- e) The **Corresponding Secretary** shall prepare all official correspondence of the Committee and will serve in the absence of the Recording Secretary.
- f) The **Parliamentarian** shall provide explanations or advice to the Chair and NPUP members regarding the rules of order (parliamentary procedure) for conducting business at official meetings as outlined in Robert's Rules of Order (12th edition) and interprets the NPU-P By-laws on as needed basis.
- g) The **Sergeant-at-arms** shall assist in preserving order at official meetings, as the Chair may direct; and has charge of ushers or the physical arrangements in the meeting room.
- h) **Atlanta Planning and Advisory Board (APAB) Delegate** shall attend the monthly APAB meetings and report updates on board activities and developments to the Chair and NPU-P.

Section 3 Annual Elections—at an annual meeting in October, called for that purpose and open to all eligible members, the Committee shall elect the following officers for the next calendar year: Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 4 Nominating Committee Composition—the Nominating Committee shall consist of the Vice-Chairperson, Treasurer, Recording Secretary, Corresponding Secretary, and The Chairpersons of all Standing Committees.

Section 5 Meeting Timeframe—the Nominating Committee shall convene in September at a meeting called by the Vice-Chairperson, and present in October to the Committee a slate of officers to be elected to serve for the following year. At that time, the meeting will be opened for nominations from the floor.

Section 6 Officer Election Timeframe—the election shall take place at the October meeting, and the newly elected officers will assume their duties at the first meeting in January of the following year.

Section 7 Election Quorum—a simple majority of the quorum present is required to elect any officer or to approve any action taken by the Committee. NPU-P Members shall hold a vote for the Officer Election with a show of hands. Any NPU-P Members wishing to participate in the in a vote, must meet the requirements in Article V, and be present at the meeting where a vote on an election or action shall occur. NPU-P Members shall vote by raising a hand to be counted by an Executive Committee member.

Section 8 Resignation of an Officer—in the event of disability of any officer making it impossible for him or her to perform his or her respective duties, the Executive Committee of NPU-P shall appoint a successor. An election to fill the interim Executive Officer position shall occur within 90 days after an interim officer is appointed by the Executive Committee.

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If an officer finds it necessary to step down from the position for any reason, the officer shall submit his or her resignation by providing notice in writing to the NPU-P Executive Committee. The notice shall be submitted as soon as possible, so as not to disrupt the business of the NPU-P. The notice shall provide the effective date of the resignation.

Section 9 Officer Removal—Removal of an Officer from Office An officer may be removed from office for causes such as moral turpitude, misconduct, or failure to attend two consecutive meetings without notifying NPU-P Chairperson or Secretary. The Executive Committee may remove from office any officer who fails to perform in a satisfactory manner all of the duties required to comply with the By Laws of NPU-P. The Executive Committee shall appoint an interim replacement officer to fill the vacant Executive Committee position. An election to fill the interim Executive Officer position shall occur within 90 days after an interim officer is appointed by the Executive Committee.

ARTICLE VII: SUB-COMMITTEE

Section 1 Subcommittees—there are hereby established the following subcommittees of the Neighborhood Planning Unit -P Planning Committee:

- (a) Land Use, Zoning, Housing, and Community Development: This subcommittee shall consider all questions having to do with land use, zoning, housing, and community development planning in the NPU-P and shall make recommendations to the Committee.
- (b) **Transportation:** This subcommittee shall consider all questions having to do with transportation planning in the NPU-P and shall make recommendations to the Committee.
- (c) **Health and Human Services**: this subcommittee shall consider all questions having to do with planning for the provision of adequate health care, senior care, and daycare in the NPU-P area, and shall make recommendations to the Committee.
- (d) **Parks and Recreation:** this subcommittee shall consider all questions having to do with planning for the provision of adequate recreational services including, but not limited to, parks and green spaces in the NPU-P area and shall make recommendations to the Committee.
- (e) **Environment:** this subcommittee shall consider all matters relating to planning for a pleasant and healthful environment including, but not limited to, solid waste disposal, water and air pollution, noise abatement and sanitation in the NPU-P, and shall make recommendations to the Committee.

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- (f) **Public Safety:** this subcommittee shall consider all matters relative to planning for adequate police and fire protection in the NPU-P and shall make recommendations to the Committee.
- (g) **Finance:** this subcommittee shall consider all internal financial matters in the NPU.
- (h) **Code Enforcement:** This subcommittee shall be responsible for issues involving adherence to or violations of City of Atlanta ordinances or codes involving residential and commercial property appearance, safety, and usage.
- (i) **Education:** This subcommittee shall monitor quality of education and make recommendations of the educational needs of the community to the committee.
- (j) **Economic and Community Development:** This subcommittee's purpose is to develop an economic development plan for the welfare, development, and planned growth of commercial, residential, and retail development.
- (k) **Atlanta Planning & Advisory Board (APAB) Representative:** a primary and secondary APAB representative shall be appointed by the NPU-P Chairperson. The representative shall attend the APAB monthly meetings, represent the NPU-P community, vote on matters if the NPU-P president is not present, and report on developments and matters of interest at monthly NPU-P meetings.

Section 2 Subcommittee Leaders— at a regular meeting and by majority vote of those members present, the Committee shall elect a presiding officer for each of the subcommittees. Members of each subcommittee shall consist of volunteers from the membership of the Committee with the approval of the Committee.

Section 3 Committees—The Committee may create additional subcommittees, delete subcommittees, or change the names and functions of subcommittees at a regular meeting and my majority vote of those members present in "Article X Amendments" of these By-Laws.

ARTICLE VIII: MEETINGS

Section 1 Meeting Occurrence—In addition to the annual organizational meeting, the Committee shall meet in regular session on the first Monday of each month at 7:00 p.m. The Executive Committee shall meet on the third Monday of each month at 6:30 p.m. Subcommittees shall meet in regular session upon the call of the presiding officer. The meeting date and time may be changed by a simple majority of the quorum present.

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Section 2 General Membership Quorum—a quorum of the Committee at general membership meetings shall consist of twenty-five (25) members of the Committee in attendance. A majority plus one of any subcommittee shall constitute a quorum.

Section 3 Public Access—all meetings of the Committee and its subcommittees shall be open to the public and notice of such meetings shall be given to each of the community organizations within the NPU-P and shall be posted at conspicuous places as allowed by law throughout the community. Meetings can be held in-person or electronically (Virtually):

- a) Meetings Held in-Person. Shall be held at a designated location that is announced to the public in advance of the meeting date.
- b) Meetings Held Electronically (Virtually). General or Executive Board Meetings may be conducted virtually by telephone or an online meeting platform, if advance notice is given to the public, when:
 - i. The Chairperson or Vice-Chairperson has determined this mode is safer or more convenient for members, if conditions occur such as weather emergencies, epidemics, social unrest, or the usual physical location is unavailable.
 - ii. As directed by the Board; or
 - iii. In the case of special meetings, so directed by the Executive Board.
- c) **Hybrid Meetings**. In-person meetings with a virtual access via an online meeting platform.

Section 4 Meeting Management—all meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IX FUNCTIONS, POWER, AND DUTIES

Section 1 Committee Function—the functions of the Committees as outlined in the City Code are:

- (a) To "recommend an action, a policy or comprehensive plan to the City or City agency regarding any matter affecting the livability of the neighborhood, including but not limited to land use, zoning, housing, community facilities, recreational and social programs, traffic and transportation, environmental quality, and parks and green space,
- (b) To "assist City agencies in determining priority needs for the neighborhood," and

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(c) To "review items for inclusion in the City Budget both capital and operation and make recommendations relating to budgetary items for neighborhood improvement."

ARTICLE X: AMENDMENTS

Section 1 By-Law Review—These By-Laws may be amended at a regular or a special meeting of the Committee called for that purpose and by a majority of the quorum present.

Section 2 By-Law Acceptance—Amended By-Laws must be submitted to the Department of Planning & Community Development (DPCD) by September 30th each year. The amended By-Laws become effective the following January 1.

<u>Reginald Ruskin</u>	Marvin Greer
Reginald Rushin, Chairperson, NPU-P	Marvin Greer, Vice Chair, NPU-P
Robyn Cornell	Uvonne Fackson
Robyn Cornell, Recording Secretary, NPU-P	Yvonne Jackson, Treasurer, NPU-P
REVIEWED AND APPROVED:	
DF	PCD DATE

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Atlanta Municipal 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

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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

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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.

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(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