

BYLAWS
NEIGHBORHOOD PLANNING UNIT-Q

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The purpose of this organization is to make recommendations to the City of Atlanta, including the Mayor, City Council and any city department or agency on matters relating to the quality-of-life within the neighborhoods of NPU-Q, the city budget and budget items relating to neighborhood improvement, the development and preparation of the 5- and 15-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. Membership

Any Citizen who is a resident of the geographic area which comprises NPU-Q may be a member of NPU-Q.

- A. A resident for purposes of these Bylaws shall refer to any person 18-years of age or older whose primary place of residence is within the NPU-Q designated area or a representative of any corporation, organization, institution, or agency which owns property or has a place of business or profession within the NPU-Q designated area.
- B. All Members are entitled to only one vote regardless of the number of parcels of property a member may own within the NPU-Q designated area.
- C. Eligibility to vote on any matter shall be contingent upon attending a minimum of two (2) meetings during the twelve- month period prior to the vote.

Section 2. Eligibility

- A. Residency may be established by showing a Georgia's Driver's License, State of Georgia Identification Card, Voter Registration Card, utility bill or other appropriate state sanctioned identification, when requested to establish that the Resident's primary place of residence is within the NPU-Q designated area.
- B. Representatives must document their authorization to act on behalf of a corporation, organization, institution or agency and provide a copy of the corporation's, organization's, institution's or agency's proof of ownership of the property which establishes them as being a Resident by producing a copy of a Warranty Deed or a current Real Property Tax Bill when requested.

ARTICLE IV. NEIGHBORHOOD PLANNING UNIT-Q MEETINGS

Section 1. Frequency

NPU-Q shall hold membership meetings at least once each month on the third Thursdays of each month, except for December, at a designated time and location that has been agreed upon through a majority vote of the Executive Committee.

Section 2. Changes to Meetings

Neither the monthly date, time, nor location shall be changed or postponed, except in an emergency, unless approved by a majority of the members of the Executive Committee. Meetings may be held in person or virtually as circumstances dictate. Where virtual attendance is permitted, virtual attendees shall provide their full name and relevant neighborhood affiliation.

Section 3. Special Meetings

Special meetings may be called if necessary by the Chairperson after consultation with and approval of a majority of the members of the Executive Committee, or upon the initiation of a least a third of the members of the Executive Committee.

Section 4. Meeting Agenda

The agenda for each meeting shall be established by the Chairperson after consultation with and approval of a majority of the members of the Executive Committee. Said Agenda shall be distributed to all members of NPU-Q by the City of Atlanta Bureau of Planning. Additional items may be added to the agenda at the beginning of the meeting as new business if said addition is approved by either a majority vote of the Executive Committee or a majority vote of the members present.

Section 5. Elections

Elections for the next year's officers shall be held annually in November.

Section 6. Newly Elected Officers - Transitional Meeting

A transitional meeting for newly elected officers shall be held the first Thursday in the month of December, following the November election. During this meeting, all former officers shall transfer documents, reports, minutes and the status of ongoing NPU-Q business issues to the newly elected officers and address any questions that they may have.

Section 7. Quorum at Monthly Meetings

At least seven (7) members must be present at the start of a meeting in order to constitute a quorum for the transaction of official NPU-Q business. Once a quorum is established, it shall be deemed to exist for the remainder of the meeting.

Section 8. Voting

All eligible members as defined in Section 1 shall have one (1) vote regardless of the number of parcels of property a member may own in the NPU-Q designated area.

No votes may be taken by proxy.

Eligibility to vote on any matter shall be contingent upon attending a minimum of two (2) meeting during the 12-month period prior to the vote.

Attendance shall be established by roll call or by electronic meeting registration platforms via zoom. In instances where more than one member is sharing the electronic meeting platform, the additional attendee must announce their presence and the recording secretary (or their substitute) shall record their presence.

ARTICLE V. OFFICERS

Section 1. Elected Officers

The elected officers of this organization shall be the Chairperson, Vice-Chairperson, Recording Secretary, Assistant Recording Secretary, and Treasurer.

Section 2. Appointed Officers

The appointed officer of this organization shall be the Parliamentarian who shall be appointed by the Chairperson.

Section 3. Qualifications for Election to Office

Other than the initial officers of the organization, all candidates for office of NPU-Q: shall have been a member of the NPU-Q for at least one year; shall have attended at least three (3) meetings within the twelve (12) months prior to the November election; and shall agree to be bound by the Ethical Standards for Neighborhood Planning Unit officers.

Section 4. Election of Officers

The election of officers shall be held at the November NPU-Q monthly meeting after a presentation of a slate of candidates by the Nominating Committee.

- A. Voting shall be done by secret ballot of all eligible members.
- B. Officers shall be elected by majority vote of eligible members present and voting.
- C. Eligibility to vote for officers shall be contingent upon attending a minimum of two (2) meetings during the 12-month period prior to the vote.
Attendance shall be established by roll call or by electronic meeting registration platforms such as zoom. In instances where more than one member is sharing the electronic meeting platform, the additional attendee must announce their presence and the recording secretary (or their substitute) shall record their presence

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 five (5) members including a Chair selected by the Chairperson.
- C. The Chair of the Nominating Committee shall be appointed by the Chairperson at the conclusion of the September meeting from the members of the previous Nominating Committee.
- D. The Nominating Committee shall consider all eligible members for office and present a slate at the October meeting.
- E. Following the report of the Nominating Committee in October, additional eligible nominations may be made from the floor and added to the final ballot.

Section 6. Term of Office

- A. Officers and Committee Chairs shall serve for one (1) year term and may not serve more than three (3) consecutive terms.
- B. The Officers shall assume office in the month of January following the November election and shall serve until their successors are elected and qualified or until they resign, are removed from office or die.

Section 7. Vacancies

- A. In case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the office for the remainder of the unexpired term.

- B. In case of a vacancy in any other office, the Executive Committee shall appoint an eligible member for the remainder of the unexpired term.
- C. Officers can be removed from office in the following ways:
 - 1. After missing two (2) consecutive NPU-Q monthly meetings without notifying the Chairperson advance in writing or e-mail of a justifiable excuse, a letter of notification will be sent of intent to remove said officer. The validity of a justifiable excuse or not shall be determined by a vote of a majority of the members of the Executive Committee. When the third meeting is missed, the office shall be considered vacant and the person holding said office may be removed from office by a majority of the members of the Executive Committee.
 - 2. The officer may submit a letter to the Chairperson resigning the position. In case of the Chairperson resigning, the letter should be sent to the Vice-Chairperson.
 - 3. By a majority vote of the members, if the elected officer fails to satisfactorily perform the duties of the office, engages in activity that is unbecoming to the organization, or is involved with theft of the organization's assets or other serious misconduct.

ARTICLE VI. DUTIES OF OFFICERS

Section 1. Chairperson

- A. Shall prepare the agendas for all meetings of the Executive Committee.
- B. Shall prepare the agendas for monthly meetings of NPU-Q with consultation and approval from the Executive Committee.
- C. Preside at all NPU-Q meetings pursuant to the provisions of these Bylaws and Robert's Rules of Order.
- D. Call special meetings of NPU-Q or the Executive Committee when necessary.
- E. Serve as official spokesperson to present the majority position of members of NPU-Q.
- F. Serve as ex-officio member of all committees, except the Nominating Committee.
- G. Appoint a delegate and alternate to the Atlanta Planning Advisory Board (APAB) and a representative to the License Review Board.
- H. Appoint the NPU-Q Parliamentarian.
- I. Appoint ad hoc committees with consultation and approval of the Executive Committee.

Section 2. Vice-Chairperson

- A. Preside at NPU-Q monthly meetings in the absence of the Chairperson.
- B. Represent the Chairperson upon request of the Chairperson.
- C. Monitor activities of Committees created by the organization.

Section 3. Recording Secretary

- A. Prepare and distribute copies of the sign-in sheet, agenda, and Minutes at each meeting.
- B. Record the Minutes at each NPU-Q monthly meeting and present the Minutes at the following NPU-Q monthly meeting for corrections, review, and approval by the members. The Minutes shall be in typed/written form and distributed to each member at the start of the meeting.
- C. Keep an accurate typed record of minutes of all proceedings of NPU-Q monthly meetings during their term in office
- D. Assist with correspondence upon request by the Chairperson or Vice-Chairperson.

- E. Transmit copies of sign-in sheets, minutes and votes on all matters to the appropriate officials from the City of Atlanta.

Section 4. Assistant Secretary

The Assistant Secretary shall perform the duties of the Recording Secretary when the Recording Secretary is absent or requests assistance.

Section 5. Treasurer

- A. Maintain a full accounting of the funds of NPU-Q.
- B. Receive and disburse all monies received by NPU-Q.
- C. Cooperate with third parties when necessary to track any grant funds obtained by NPU-Q.
- D. Keep a full and accurate account of receipts and disbursements.
- E. Provide a written financial report at each meeting of NPU-Q's membership, Executive Committee meetings or other times as required. Said financial report shall include a Balance Sheet, a Profit and Loss or Income Statement and a copy of the check register, bank statement and bank reconciliation report.
- F. Present an annual report of the finances of the organization to the membership at the November meeting.
- G. Serve as chairperson of the Finance/ Budget Committee and present a budget to the membership of NPU-Q at the November meeting for the next fiscal year.
- H. All checks must be signed by two of the following three officers: the Chairperson, Treasurer and Recording Secretary of the NPU-Q.

Section 6. Parliamentarian

The Parliamentarian shall upon request, advise the presiding officer on points of parliamentary procedure and have ready access to a current copy of Robert's Rules of Parliamentary Procedure at each meeting of the Executive Board or NPU-Q.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. Composition

The officers, in addition to the chairs of each subcommittee other than the Nominating Committee, shall constitute the members of the Executive Committee.

Section 2. Meetings

The Executive Committee shall meet at least once a month. Additional meetings may be called by the Chairperson or at the request of a third of the Executive Committee members. A quorum of the Executive Board meeting shall be five (5) members present.

Section 3. Duties

- A. To appoint standing committee chairs.
- B. To assist in the make-up of the agendas for regular meetings.
- C. To provide advice and counsel to the Chairperson.
- D. To direct and oversee all fundraising activities.

ARTICLE VIII. COMMITTEES

Section 1. Composition

The Standing Committees of the NPU-Q shall be:

- Development and Zoning Committee
- Public Safety Committee
- Finance/Budget Committee
- Public Services Committee (Utilities, Parks & Recreation and Public Works)
- Social Committee

Section 2. Development and Zoning Committee

This committee shall be responsible for monitoring and reporting on all activities related to development initiatives in the area, reviewing and making recommendations on zoning applications, following the City's Comprehensive Development Plan, the Community Development Block Grant Program, the Capital Improvements Plan and those projects submitted by other Neighborhood Planning Units to ensure that all projects submitted by NPU-Q are in keeping with the goals and objectives set forth in these plans. This committee shall review and comment on section criteria policies and procedures used to allocate funds, and make recommendations to the NPU-Q Executive Committee for appropriate action.

Section 3. Public Safety Committee

This committee shall be responsible for monitoring, investigating, and considering all questions related to police services, license review boards, fire services, other general public safety issues and it is charged with bringing to the attention of the NPU-Q Executive Committee any issues that are of concern to NPU-Q.

Section 4. Finance/Budget Committee

This committee shall be responsible for supporting the Treasurer, developing the annual budget and developing financial procedures that ensure integrity and accountability with the handling of funds for the NPU-Q.

Section 5. Public Work Services Committee

This committee is responsible for monitoring matters that involve sanitation services, streets, sewers, parks, transportation, water, gas, electricity, cable and telephone services that impact NPU-Q. This committee shall also be responsible for monitoring actions of these public or private entities that may adversely affect the environment, health and quality of life of NPU-Q neighborhoods.

Section 6. Social Committee

This committee is responsible for planning neighborhood social activities and events that are designed to develop and promote unity amongst members of NPU-Q. This committee shall also be responsible for developing and distributing an electronic newsletter to keep as many members of NPU-Q as possible informed about activities in NPU-Q.

Section 7. Duties

The standing committees shall submit typed reports of their respective committee activities to the membership at NPU-Q monthly meetings and to the Executive Board.

ARTICLE IX. SPECIAL COMMITTEES

Section 1. Composition

Special committees shall be appointed as necessary by the majority of the members of the Executive Committee, who shall also specify the purpose, duration, duties and authority of said committee at the time of creation.

Section 2. Duties

Special committees shall perform the duties as described by the Chairperson.

ARTICLE X. PROHIBITION OF POLITICAL FORUMS

NPU-Q monthly meetings shall not be used for political forums or campaigning for City, County, State or National Elections.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The most recent version of Robert's Rules of Order- Newly Revised shall govern the operation of NPU-Q. 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

A Bylaws Committee shall be appointed at the June meeting by Chairperson to receive, review and analyze recommendations to the Bylaws. All amendment recommendations for changes to the Bylaws shall be submitted to the committee by July NPU-Q membership meeting.

Section 2. Presentation of Recommendations

The Bylaws Committee shall present all amendment recommendations to the membership at September monthly NPU-Q meeting.

Section 3. Vote on Changes to Bylaws

The Bylaws may only be amended once a year at the September meeting of NPU-Q by a majority of members and voting at the September meeting.

Section 4. Submission of Approved Bylaws

The Approved Bylaws shall be submitted to the City of Atlanta's Bureau of Planning no later than September 30th of each year.

Section 5. Effective date of Amendments

Approved Bylaw amendments shall become effective January 1st of the following year of their adoption, after being reviewed by the City of Atlanta, Bureau of Planning unless otherwise specified in the amendment.

ARTICLE XIII. Fundraising

Section 1. Fundraising

Donations may be solicited and accepted for NPU-Q projects and programs. Where funds are solicited for a specific purpose, not less than 80% of such funds shall be used for the stated purpose in that calendar year or future years. Any proposed use of remaining funds, other than for the purpose donated, shall be presented in writing to the general body for vote. All monetary donations shall be made payable to NPU-Q and turned over to the Treasurer.

Certification

I, Corrie McCrary, do hereby certify that the attached Bylaws (effective January 1, 2022), are a true and correct version of the approved amended and restated Bylaws of NPU-Q, as adopted by a majority vote of the members at a regularly scheduled meeting of the membership on **Thursday, September 16, 2021.**

Signed: _____ *Date* _____

Printed Name: **Corrie McCrary**
NPU-Q- Chairperson

Prepared by: Valerie D. Morris
Recording Secretary

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)

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Signed: Corrie McCrary Date 09-27-22

Printed Name: **Corrie McCrary**
NPU-Q- Chairperson

Prepared by: Valerie D. Morris
Recording Secretary