


# **Neighborhood Planning Unit R** **Bylaws**

Approved September 27, 2022 : 13 YEA / 6 NAY / 1 ABS

I hereby certify that, to the best of my knowledge, the provided information set forth in these Bylaws has been approved under a properly conducted vote according to the Bylaws approved by the present voting membership of the NPU.

NPU Chair Signature:  \_\_\_\_\_

NPU Parliamentarian Signature:  \_\_\_\_\_

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## **ARTICLE I - PURPOSE**

Neighborhood Planning Unit “R” (NPU-R) is hereby established for the purpose of advising the City of Atlanta, including the Mayor, City Council, and any department or official of the City of Atlanta, Fulton County, or the State of Georgia. Advice will be produced on matters affecting the environment of, the well-being of residents of, and the general livability of the neighborhoods within NPU-R as defined by the Department of City Planning (DCP) and as approved by the Atlanta City Council.

Matters shall include but not be limited to land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open spaces and parks. NPU-R may also assist City agencies in determining priority needs for the neighborhoods, make recommendations on the City's Comprehensive Development Plan, and may review items for inclusion in the City Budget and make recommendations relating to budget items for neighborhood improvement.

## **ARTICLE II – MEMBERSHIP**

### **2. Membership Requirements**

There are two types of members within NPU-R:

- 2.1. Residential:** any person 18 years of age or older whose primary place of residence is within the geographical region of NPU-R
- 2.2. Non-Residential:** Any corporation, organization, institution or agency that has a place of business or profession within the geographical region of NPU-R
- 2.3. Voting:** All persons eligible for membership (as defined in Article II) shall have one vote on all general body issues. To become eligible to vote in elections, Bylaws adoption and/or revisions, members are required to have attended a minimum of four (4) general body meetings within the calendar year in which the election takes place. Before votes are certified, eligibility for membership may be verified by the Sergeant-at-arms or the Secretary. If voting eligibility is in question at the time of a vote, a provisional ballot shall be issued and eligibility shall be determined before votes are certified. Non-residential members are allowed one (1) vote per their designee
- 2.4. Member Not in Good Standing:** Any member who is no longer entitled to full privileges accorded to a member of the NPU will be considered a “member not in good standing.” Any member in good standing may be deprived of their privileges to speak or vote on any matters before the NPU with approval of a  $\frac{2}{3}$  majority vote of the NPU. Any member not in good standing cannot hold an elected position within the NPU for five (5) years following the reinstatement of their membership privileges.
  - 2.4.1.** After three (3) months of non-unruly behavior “members not in good standing” may appeal the terms of their membership status to the executive committee. The executive committee then shall bring the appeal and their recommendation to the general body for a vote. A  $\frac{2}{3}$  majority vote is required of the general membership to reinstate the member.
- 2.5. Proof of Eligibility to Establish Primary Residence:** Government issued ID;

Voter Registration Card; school issued ID; current utility bill; proof of property ownership in NPU-R as the primary residence

**2.6. Proof of Eligibility to Establish Non-Residential Representation:** Current City of Atlanta business license, State corporation certification, or IRS tax exemption designation, signed authorization on company letterhead from the member organization naming the appointed representative

**2.7. Certification of Voting Members:** In the event any member's residency or eligibility for membership or elected office is challenged by another member, the Executive Board may require documentation of the member's eligibility. The Executive Committee shall determine whether reasonable proof of residency is met. Supporting documentation for establishing proof of eligibility includes any one (1) of the following documents, showing a current address within the geographic boundaries of NPU-R:

1. Georgia Driver's License
2. Georgia ID Card
3. Utility Bill
4. Rental/Leasing Agreement
5. Property Deed
6. Personal or Business Check
7. Voter Registration Card
8. Proof of Incorporation
9. City of Atlanta Business License

### **ARTICLE III – CONSTITUENT ORGANIZATIONS**

#### **3. NPU Organization**

The residents of NPU-R enjoy a tradition of civic participation and activism that has largely developed through neighborhood and community organizational involvement.

**3.1. NPU Boundaries:** Utoy Creek and Cascade Road to the North; Interstate 285 to the West; East Point to the South; Centra Villa and Stanton Road to the East.

**3.2. NPU Neighborhoods:** Neighborhood Planning Units are defined by DCP and approved by the City Council. A majority of residents in NPU-R shall define the neighborhoods and their boundaries that are recognized within NPU-R, with final approval resting with DCP. Defining new neighborhoods or boundaries will require amending the NPU-R Bylaws. The currently defined neighborhoods are as follows:

1. Adams Park
2. Baker Hills at Campbellton
3. Bonny Brook
4. Campbellton Road
5. Continental Colony
6. Fort Valley
7. Greenbriar
8. Laurens Valley
9. Pamona Park
10. Southwest

**3.3. Neighborhood Organizations:** NPU-R shall recognize one neighborhood organization from each defined neighborhood within NPU-R. The defined neighborhoods shall be identified and delineated on the official NPU-R map of the City of Atlanta. The currently defined neighborhood organizations are as follows:

1. Adams Park Residents Association
2. Baker Hill Neighborhood Association
3. Bonnybrook Neighborhood Association
4. Continental Colony Community Association
5. Laurens Valley Neighborhood Association
6. Meadows Community Association
7. Windsor Forest Neighborhood Association
8. Southwest Canopy Overlook Neighborhood Association

**3.3.1.** In order for a neighborhood organization to be recognized by the NPU, they must meet the following requirements:

- 3.3.1.1.** Neighborhood organizations must hold regularly scheduled meetings throughout the year that are open to the public
- 3.3.1.2.** Neighborhood organizations must maintain active membership logs and voting records
- 3.3.1.3.** Neighborhood organizations are encouraged to host annual membership drives to encourage participation in their organization

**3.4. Neighborhood Organization Requirements:** As neighborhood organizations of NPU-R, each neighborhood organization must be open and accountable to all residents within its boundaries. To that end, neighborhood organizations shall be governed by the following:

- 1. Membership** - Eligibility for membership in a neighborhood organization shall be open to all residents within its geographical boundary
- 2. Meetings** - Each neighborhood organization shall hold regularly scheduled meetings at a frequency of no less than one meeting per year which shall be adequately publicized and open to all residents who live within its geographical boundary
- 3. Voting Procedures** - The voting process and procedures of each neighborhood organization shall be stated in its respective Bylaws. Matters associated with the Neighborhood Planning Unit process shall be placed on the agenda of regularly scheduled meetings of the neighborhood organizations prior to coming before the NPU

## **ARTICLE IV - OFFICERS**

**4. Elected Officers Definition:** Shall include the Chair, Vice-Chair, and Secretary. Officers must be 18 years or older and have *primary residence* in NPU-R. Members nominated to office must have attended six (6) monthly NPU-R meetings or actively served in a leadership capacity within an NPU Committee within the past twelve (12) months prior to the election.

### **4.1. Responsibilities**

**4.1.1. Chair:** Shall preside over all general, executive committee, and special called meetings. They shall serve as the official spokesperson; execute

and manage official correspondence for NPU-R; organize an agenda for meetings with the assistance of the Executive Committee; appoint committee chairs; serve as an Ex-Officio member of all standing and special called committees; prepare and disseminate NPU-R updates via email as well as meeting notices, reminders, and announcements of upcoming events. The Chair shall have the authority to call special called meetings should they deem it necessary. The Chair shall have and maintain primary residence within NPU-R throughout the duration of their term.

- 4.1.2. Vice-Chair:** Shall assume the role and duties of the Chair during their absence; preside over the meetings when the chair shall rise to debate on a pending item on the floor, for or against a particular issue; prepare the agenda for Executive Committee Meetings; assist as needed with coordination of activities of all standing and special called committees with the consent of the committee chair; maintain and disseminate the meeting calendar, agenda and minutes for all standing committee meetings, and submit copies of the same to the Chair and Executive Committee. The Vice-Chair shall have and maintain primary residence within NPU-R throughout the duration of their term.
- 4.1.3. Secretary:** Shall record and prepare accurate minutes of the general body and executive committee meetings; provide copies of the minutes for electronic and hard copy distribution at general body, special called, and executive committee meetings; prepare other documents as requested by NPU-R; and maintain an active copy of the sign-in sheets for a period not lesser than two calendar years. If a Secretary is not elected, one may be appointed by the newly elected Chair after the commencement of their term; the appointment must be approved by the general body. The Secretary shall have and maintain primary residence within NPU-R throughout the duration of their term.
- 4.1.4. Other Officers:** The Chair shall solicit recommendations from the NPU-R general body, including but not limited to, residential and non-residential members, business organizations and others to be appointed as an Officer of NPU-R. The Chair shall have the authority to appoint committee chairs. Committee Chair appointees must have attended four (4) meetings, or actively served in a leadership capacity in the NPU community prior to said appointment. Committee Chairs shall have and maintain primary residence within NPU-R throughout the duration of their term.
  - 4.1.4.1. Parliamentarian:** Shall advise the Chair, other officers and members on matters of parliamentary procedure as requested by the chair; shall be well versed in Robert's Rules of Order. Robert's Rules of Order Newly Revised is recognized as the proper parliamentary procedure for conducting the business in NPU-R. The Parliamentarian shall have and maintain primary residence within NPU-R throughout the duration of their term.
  - 4.1.4.2. Sergeant-At-Arms:** Shall maintain sign-in sheets at each meeting and provide a copy to the Secretary to be included in the monthly minutes. They shall certify valid memberships of all

attendees; count and tally votes to be presented to the presiding officer; and monitor time limits for presentations, reports and debates during meetings. They shall maintain the orderly conduct by members and escort unruly persons from the meeting if removal of any attendee is requested by the Chair. The Sergeant-At-Arms shall have and maintain primary residence within NPU-R throughout the duration of their term.

**4.2. Terms of Office:** Officers shall be elected to serve a one (1) year term to begin January 1<sup>st</sup> of each calendar year and serve until December 31<sup>st</sup>, of each calendar year, unless removed for cause. Officers may be re-elected to serve multiple terms, however, the terms shall not exceed four (4) consecutive terms.

#### **4.3. Election of Officers**

**4.3.1. Publication of Election:** The Chair shall publish a notification of election and solicitation for candidates interested in running to serve as an officer no later than the general body meeting in August for the election to occur in the October meeting. The Chair shall also establish and choose members of the general body to serve on the nominating committee for elections.

**4.3.2. Nominating Committee for Elections of Officers:** The Nominating Committee shall consist of no less than three (3) members and no more than seven (7) members who have attended four (4) meetings in the calendar year prior to the elections. Committee members shall be appointed by the NPU Chair and approved by the membership at the general body meeting in September. Current NPU officers are not allowed to serve on the nominating committee. Candidates also may not serve on the nominating committee. Members shall consider all eligible members for office who submit their name to the committee and the committee shall present a slate of eligible candidates at the October meeting. Additional eligible nominations may be made from the floor.

**4.3.3. Rules** The election process shall be as follows:

1. Candidates are certified by the Chairperson, Sergeant-At-Arms and/or the Secretary;
2. Nominations shall be accepted from the floor;
3. Ballots shall be distributed to eligible voters after certification of candidate eligibility by the Sergeant-at-arms;
4. Tabulation and counting of votes shall be done by the Parliamentarian with assistance from the Sergeant-At-Arms as needed;
5. Election outcome is determined by a majority vote and announced prior to the end of the meeting.

#### **4.4. Removal of Officers**

**4.4.1. Definition:** An officer may be removed from office by a 2/3 majority vote of the general body membership for any of the following reasons:

1. Failure to attend three (3) consecutive meetings of NPU-R;
2. Demonstrating consistent disrespect to members or guests;
3. Deliberately providing incorrect, inaccurate or misleading information to members;
4. Engaging in activities or behavior detrimental to the integrity and operations of NPU-R;

5. Engaging in deliberate acts designed to harm (malice) any member of NPU-R.

**4.4.2. Eligibility Review:** Any eligible member of NPU-R may request a review or evaluation of an elected or appointed officer's performance or conduct based on any of the following:

1. Violation of the Bylaws;
2. General ineligibility;
3. Failure or inability to perform duties;
4. Failure to attend three consecutive NPU-R meetings
5. Conflicts of interest (as set forth by the City of Atlanta Board of Ethics' Advisory Opinion 2004-4 on Conflict of Interest Related to NPU's.)

**4.4.3. Notice and Review:** The Executive Committee shall conduct a review of all material concerning the removal of an officer and make a detailed recommendation to the general body. A minimum of one hundred twenty (120) hours written notice shall be given to the affected officer and include date, time, and place of the review hearing. This correspondence shall be copied to members of the Executive Committee. The affected officer shall be provided the opportunity to respond to the recommendation for removal from office at all stages. Removal shall be considered when the charges have been presented and found to be factual. The final decision shall be that of the general body.

#### **4.5. Vacancies**

**4.5.1. General:** Vacancies occurring before the last four months of the year shall be filled by election of the general membership of NPU-R. Election notification must be made at the general body meeting one (1) month prior to the election. Nominations will also be taken from the floor.

**4.5.2. Naming Alternates for Officer Temporary Absence:** The Chair may name alternates for the positions of Secretary, Parliamentarian and Sergeant-at-arms in their absence with consent of the general body.

#### **4.6. Prohibition of Service**

**4.6.1.** No elected official may serve as an officer. Any member who has filed with a designated authority his/her intent to run, form a campaign committee or raise funds for government office is ineligible to serve as an NPU-R officer or appointee during an election year.

### **ARTICLE V - MEETINGS**

**5. Definition:** Meetings shall consist of general body meetings, committee meetings, and special called meetings.

**5.1. General Body Meetings:** General Body Meetings, also referred to as Regular Meetings, shall be held on the first Wednesday of each month at 7:00 p.m. There shall be no regular meetings for the months of July and December. A quorum for purposes of voting shall be ten (10) members. All NPU and committee meetings shall be open to the public. Agenda items submitted to the Chair by the Friday preceding the meeting will have priority and official status as an addition to the agenda. The Chair has discretion regarding additions of agenda items submitted after the preceding Friday. Invocations are allowed to



open general body meetings. A question-and-answer period, limited to three questions and answers, shall be allowed, with 1 minute per person for each question and answer enforced by the Sergeant-At-Arms. If an item cannot be voted on due to unresolved issues, a committee can be formed at the discretion of the Chair or by a vote of the general body to address the issue and return a recommendation.

- 5.2. Committee Meetings:** The chair of each committee shall decide the location, date, and time of their respective meetings. Each committee shall prepare a written report for submission to the NPU Chair and Secretary. Reports shall be included as an addendum to the monthly NPU minutes when necessary.
- 5.3. Special Called Meetings:** Special called meetings may be called by the NPU Chair. Notification of the meeting and purpose must be given by phone and/or email as soon as possible with an effort to give at least a one hundred twenty (120) hours notice prior to the convening of the meeting.
- 5.4. Reports and Presentations:** Reports are allowed for a maximum of three (3) minutes each. Elected officials or their designee shall be allowed to speak for a maximum of five (5) minutes. Scheduled presentations are allowed for a maximum of eight (8) minutes and a copy shall be submitted to the Secretary for inclusion as an addendum to the minutes.
- 5.5. Causes for Removal of Unruly Persons:** Unruly persons may be removed from a meeting after receiving two (2) warnings for the following reasons:
  1. Failure to abide by the ruling of the presiding officer;
  2. Engaging in willful and callous disregard and/or repeated disrespectful actions toward the presiding officer or any other person in attendance;
  3. Engaging in physical and/or verbal conduct where either the character or intent of the conduct effectively obstructs or impairs the presiding officer's ability to proceed through the meeting agenda;
- 5.5.1.** After two (2) meeting removal rulings, unruly persons may be removed from subsequent meetings after one (1) warning for failure to abide by the ruling of the presiding officer. If a person fails to leave the meeting the meeting may be recessed at the discretion of the Chair until order is established and the meeting can resume.

## **ARTICLE VI - COMMITTEES**

- 6. Standing Committees and Designation of Committee Chairs:** At the January general body meeting, the NPU-R Chair shall appoint, with approval of NPU-R membership, chairpersons for each Standing Committee. Committee chairs must be voting eligible members of the NPU as outlined in Article IV, 4.1.4. All standing committee chairs are responsible for providing the date, time and location for the meetings. The chairperson or designee is required to provide a written report of actions considered in accordance with the format designated in the NPU-R Strategic Operating Plan (SOP) and report the same to the NPU-R upon request.
  - 6.1. Executive Committee:** Shall consist of the Chair; Vice Chair; Secretary; Parliamentarian; Sergeant-At-Arms; immediate past Chair; and each Committee Chair. The Executive Committee shall act on behalf of the NPU

when actions are required to be considered between meetings, and to approve NPU-R budgets and expenditures. The Executive Committee shall receive reports from standing committees. The Executive Committee shall accept, with the opportunity to amend as necessary, The Strategic Operating Plan (SOP) for NPU R. At least five (5) members of the executive committee must be present in order to constitute a quorum necessary to take action on the part of the committee. Any action taken by the committee must satisfy a vote of majority rule.

- 6.2. Neighborhood Advisory Council:** Shall be chaired by the Vice Chair. Shall consist of each active, registered neighborhood association from each recognized constituent neighborhood. The Neighborhood Advisory Council shall formulate The Strategic Operating Plan (SOP) for NPU R for submission to the Executive Committee for review by the second general body meeting. The SOP shall set forth short/long term goals and objectives for the NPU; council goals and timelines; work plan for assessing community needs; list of resources and technical assistance needs; an outreach program for ensuring member participation; and an update of the NPU-R's current condition in all functional areas. The Neighborhood Advisory Council shall have the ability to serve as an advisory board to provide recommendations to the Executive Committee for the sole purpose of improving the functions and operations of the NPU.
- 6.3. Bylaws Committee:** Formation of the Bylaws committee and solicitation of membership, must be announced in the June general body meeting. A minimum of three (3) voting eligible members shall be appointed by the Chair in June. The Committee will prepare and present a preliminary report/revision of the Bylaws each August to the Executive Committee and the general body with a final recommendation to be adopted by the general body at the September general body meeting. The Chair shall have the authority to create a Special Called Bylaws Review Commission with a recommendation by the Commissioner of the Department of City Planning and at discretion of a 2/3 majority vote of the Executive Committee.
- 6.4. Zoning and Land Use:** Shall evaluate land use, zoning matters, as well as alcohol license applications within the NPU and provide the Planning Department with necessary meeting records. The Zoning and Land Use Committee shall engage the impacted community surrounding a project that comes before the committee.
- 6.5. Education:** Shall serve as the liaison between all schools within the geographical boundaries of NPU-R; works on behalf of NPU-R with the Atlanta Board of Education Representatives. The chairperson will serve as NPU-R's ex-officio member for the Cluster Foundations. The committee shall meet at least once a quarter.
- 6.6. Public Safety/Code Enforcement:** Review issues and recommendations relating to housing, commercial and industrial, zoning and public works code enforcement; crime/crime prevention and fire protection in NPU- R.
- 6.7. Parks and Recreation:** Review matters relating to adequate park facilities and recreational services within NPU-R and make recommendations to the department on behalf of the general body of NPU-R.
- 6.8. Community Engagement Committee:** Review matters relating to engaging

the community. The community engagement committee works to plan events to ensure adequate participation of members of the NPU R community.

**6.9. Ad Hoc Committees:** The Chair may create additional ad hoc committees as needed, decommission committees or change the names and functions of sub-committees at a regular meeting and by majority vote of the general body.

**6.10. Atlanta Planning and Advisory Board (APAB):** The Chair shall serve as an ex-officio member of APAB. The delegate and alternate for APAB shall be elected at the first meeting of the general body in January.

## **ARTICLE VII - PARLIAMENTARY PROCEDURES**

**7. Definition:** NPU-R shall be governed by Robert's Rules of Order Newly Revised. RRONR is recognized as the proper parliamentary procedure for conducting the business in NPU-R.

**7.1. Non-Annual Review/Submission Amendments:** Amendments to the Bylaws may be offered by any eligible member at any regular meeting. Such amendments shall be held until the next commission is created for Bylaws Review which occurs in June. Amendments become effective upon adoption at the general body meeting in September or at any general body meeting after a Special Called Bylaws Commission as listed in Article VI, 6.3.

**7.2. City Ordinance Required Annual Review and Submission to DCP:** Bylaws must be approved annually in September by a majority vote of eligible members as listed in Article II, 2.3. Proposed changes to the Bylaws should be submitted in writing to the Bylaws Committee during the months of June and July. If the proposed change is not adopted by the Bylaws Committee it may be presented from the floor to the general body at the August meeting. Amendments become effective upon adoption. Bylaws shall be submitted to the Planning Department no later than September 30 to be reviewed 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 and are effective with the City January 1st of the following year.

***NPU-R reserves the right to refer matters not covered in these Bylaws to the Executive Committee or special Bylaws commission for review.***

## **ARTICLE VIII: ATTACHMENTS**

8. **Definition:** Items can be established as an attachment to the Bylaws in order to assist with the transition of Officers and the continuity of operation for NPU-R. Changes to this list can be made by a 2/3 majority vote of the full body at any general body meeting or by simple majority during a yearly Bylaws review process. Amendments can not be made in contrast to the official Bylaws of NPU-R

**8.1. Important Dates and Events:** The following is not a part of NPU-R Bylaws but is a list of dates and events which have been extracted from the NPU-R Bylaws. The list is intended as an aid for assuring that time-sensitive matters which are prescribed in the Bylaws are addressed in a timely manner.

1. January 1st - Term of Office begins for newly-elected Officers
2. January - Chair confirms dates for Annual Bylaws vote and acceptability of July and December regular meeting dates relative to holidays. APAB delegate and alternate are elected.
3. June - Bylaws committee is established, members of the committee are appointed, and begins work on revisions to the Bylaws
4. July - No General Body Meeting
5. August - The Bylaws committee will prepare and present a preliminary report/revision of the Bylaws to the Executive Committee and the general body.
6. August - The Chair shall publish a notification of election and solicitation for candidates interested in running to serve as an officer at the general body meeting in August.
7. September - A final recommendation of the Bylaws shall be adopted by the general body at the September general body meeting.
8. September - Nominating committee members for the election of Officers shall be appointed by the NPU Chair and approved by the membership at the general body meeting in September
9. September 30th - Deadline for submitting accepted Bylaws to DCP.
10. November - The election of Officers shall occur during the November general body meeting. The nominating committee shall present a list of eligible members, as stated in Article II, 2.3, seeking election at the October general body meeting prior to the election.
11. December - No General Body Meeting
12. December 31st - Term of Office expires for elected Officers

## 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)