



**Neighborhood Planning Unit X (NPU-X)
2023 Bylaws**

I. Purpose:

Neighborhood Planning Unit X (NPU-X) is hereby established for the purpose of advising the City of Atlanta, including the Mayor, Council, and any Department or official of the City, on all matters affecting the environment to, the well-being of residents of, and the general livability of the neighborhoods within Neighborhood Planning Unit X as defined by the Bureau of Planning and Development and approved by the City of Atlanta.

II. Functions, Powers and Duties:

NPU-X 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 fifteen-, five- and one- year comprehensive development plans.

III. Members:

Section 1. The membership of NPU-X consists of all persons 18 years of age or older whose primary place of residence is within the neighborhood planning unit, and any Corporation, organization, institution or agency which owns property or has a place of business or profession within NPU-X. Acceptable proofs of residence shall include the following: Georgia driver's license, Georgia state identification card, Georgia voter registration card, or current utility bill (electricity, gas, cable or water). Acceptable proof of business shall include a current year business license, current year "active" status found on Georgia Secretary of State Webpage, verifiable Employee Identification Number (EIN), or recent monthly sales tax receipts. Acceptable proof of ownership for vacant property shall be a recent property tax receipt or sanitation bill. In addition, the principal (or selected representative) of each educational institution within NPU-X shall also retain membership – with one vote per institution permitted.

Section 2. Upon attending a minimum of two (2) meetings in the twelve (12) consecutive months prior to any meeting, each member shall obtain the right to one vote and shall have the right to exercise that vote on all issues which come before NPU-X. A member of the NPU may have only one vote regardless of the number of properties that he/she owns. Each single-family home, each unit in a multi-family home, and each business shall have one vote.

IV. Officers and Elections:

Section 1. NPU-X shall annually elect the following officers, who shall also constitute the Executive Board:

- a) **Chair-** shall preside over NPU-X meetings and shall serve as representative to the Atlanta Planning and Advisory Board (APAB) or designate a delegate. When the information is available, the Chair shall also be responsible for informing neighborhood associations of upcoming issues directly affecting their neighborhood, and encouraging applicants to meet with the impacted neighborhood association, before coming to the NPUX.
- b) **Vice-Chair-** shall preside over NPU-X meetings in the absence of the chair and any other entity where Chair is considered the NPU-X representative.
- c) **Treasurer-** shall give monthly reports on funds received and disbursed. The books shall be subject to an annual audit. The audit shall be conducted by an ad hoc auditing committee consisting of three non-office-holding

members of NPU-X. In the event both the Chair and Vice-Chair are absent the Treasurer shall preside over NPU-X meeting.

The Treasurer shall be responsible for establishing and maintaining a checking account at a depository institution on behalf of NPU-X. The account should have the Treasurer, Secretary and Chair as authorized signers. The Treasurer and Chair shall have the power to make withdrawals or issue drafts on the account in an amount not to exceed \$50.00. For amounts from \$50.01 to \$150, the Treasurer or Chair shall seek approval, in advance of expenditure, from the Executive Board by majority vote. For amounts exceeding \$150, the Treasurer or Chair must seek approval, in advance of expenditure, from the NPU-X body. These approvals must be sought regardless of any previous approved budget amounts. The Treasurer or their designee must report any withdrawals at the next regularly scheduled meeting, including details for previously approved expenditures, and keep accurate records on the account. The Treasurer shall be responsible for insuring that the account information and authority to make withdrawals is properly implemented and any irregularities, along with suggested corrective action, presented monthly to NPU-X body.

- d) **Secretary-** shall record the proceedings of meetings of NPU-X and document each motion made, the person making the motion and the vote count of each motion. In the event the Chair, Vice-Chair and Treasurer are absent, the Secretary shall preside over NPU-X meetings. The Secretary, in addition to the Treasurer, shall also serve as a signer on the NPU-X bank account. The City of Atlanta Planning Department shall bring copies of the minutes to each meeting to allow members to review them and vote to accept them. The minutes are not official until this action is complete each month.
 - a. **Recording Secretary** – The Recording Secretary shall be appointed by the Secretary. The Recording Secretary's only function is to help in counting votes and in keeping attendance records based on sign-in sheets and virtual attendance records from each meeting. While the Recording Secretary may help in these duties, final responsibility for the completion of these tasks still lies with the Secretary.
- e) **Sergeant-at-Arms** shall be responsible for keeping order during meetings. Shall also be responsible for the preparation of the list of eligible voting members for the annual election and regular voting.
- f) **Parliamentarian-** shall be well versed in Robert's Rules of Order and shall advise the chair on parliamentary procedure. The rules contained in Robert's Rules of Order shall govern NPU-X in all cases to which they are applicable and in which they are not inconsistent with the laws of the City of Atlanta or these By-Laws.

Section 2. Officer elections shall be held at the November meeting. The officers make up the Executive board. All members of NPU-X who are eligible to vote as outlined in part III, section 2 of these bylaws are eligible to vote in the election. After the election, new officers will take their positions effective January 1st the next calendar year.

Section 3. Nominations shall be taken from the floor at the November meeting. Any member who has attended a minimum of six (6) meetings within the (12) consecutive months leading up to the election may be nominated, except that only persons who are eighteen years or older and whose primary place of residence is within NPU-X may be nominated as Chair. Each candidate's name shall be posted after being nominated and they shall be allowed up to three (3) minutes for introduction.

Section 4. Elections shall be conducted by secret ballot (whether taking place in-person or virtually). An ad hoc elections committee consisting of persons who are not candidates for elections shall count the ballots and report the results to the body (for those votes cast in person). During elections, monitoring and administration of the virtual (Zoom) aspects of the meeting will be turned over to a member of the Election Committee (who will be tasked with creating the necessary "Zoom Polls" and counting all valid virtual votes). The Committee will then tally all valid physical and virtual votes to get a final vote tally. Those who are elected will take office January 1st the next calendar year and may use the month of December to plan for the following year. They will serve for one year.

Section 5. Grounds for recall:

- a) The officer has, while holding office, conducted himself or herself in a manner which relates to and adversely affects the administration of his or her office and adversely affects the rights and interests of NPU-X; and
- b) That the officer:
 - 1. Has committed an act or acts of malfeasance while in office;
 - 2. Has violated his or her duties of office;
 - 3. Has committed an act of misconduct in office;
 - 4. Is guilty of a failure to perform duties prescribed by the by-laws (under no circumstances is absence from one meeting sufficient cause for a recall election); or
 - 5. Has willfully misused, converted, or misappropriated, without authority, public property or public funds entrusted to or associated with the elective office to which the official has been elected or appointed.
 - 6. Missed the last three consecutive meetings.

If an officer violates one of the above grounds for recall, any member of NPU-X may make a motion for recall at a regularly scheduled meeting, The motion must be seconded and be approved by a two-thirds (2/3) vote of all members present who qualify to vote in normal elections. If the motion is approved, then a special election shall be held at the next NPU-X meeting. All other guidelines for normal elections shall apply at the special election. The officer subject to recall may be nominated to run for the same position. The person elected shall take office immediately.

Section 6. Filling Vacated Officer Positions

In the event an officer other than chair is unable or unwilling to serve the remainder of her/his term and less than six months remain in said officer's term, then the chair shall appoint a replacement to serve the remainder of the officer's term. If the remainder of the departing officer's term is longer than six months, then a special election shall be held to replace the departing officer in accordance with Part IV Section 7 of these By-Laws.

Section 7. Procedures for Special Elections to Fill Vacant Officer Positions

Once an officer has given notice that he or she is unable or unwilling to continue serving the remainder of her/his term and longer than six months remains in the term, the executive board shall give notice of a special election at the next regularly scheduled NPU-X meeting. The special election shall be conducted at the first regular meeting after the executive board has given notice of the special election. The newly elected officer shall assume his/her position immediately upon election and serve the remainder of the vacated term. All procedures for normal elections not in conflict with this section shall be followed at the special election.

Section 8. Term Limits

An officer cannot serve in the same position for more than three consecutive years. He/She must vacate said office/position for at least one year before he/she is eligible to serve in that position again.

Section 9. Virtual Meetings

Should the NPU Chair believe an in-person meeting should be replaced by a virtual meeting, he/she/they will ask the Executive Board if it is possible to do so. Should a majority of the Executive Board vote to approve a Virtual Meeting, the Chair will notify the body of the decision and a virtual meeting will be held utilizing Zoom, Microsoft Teams, or a similar platform.

V. Standing Committees

NPU-X shall have the following standing committees:

Committee Names & Responsibilities

- a. NPU-X Utilities Committee:
 - i. The NPU Utilities Committee is responsible for coordination with the Departments of Watershed Management and Public Works (liquid waste and solid waste). The committee will also review routine legislation/proposals such as, water bill adjustments, sewer construction and connections, and rights-of-way acquisitions. The committee is also in

charge of organizing and executing community clean-ups. The Chair of the NPU-X Utilities Committee shall be elected by its members (with the NPU Chair serving in his/her place until elections occur).

- b. Zoning Committee
 - i. The Zoning Committee reviews and makes recommendations on matters relating to the zoning ordinance of the city; as well as land-use in conjunction with the Community Development/Human Resources Committee. This committee is responsible for coordination with the Department of Planning and Community Development's Bureaus of Planning and Zoning. This committee reviews and makes recommendations on proposed legislation regarding the transfer of ownership/development rights, site plan amendments, Metropolitan River Protection Act (MRPA), special use permits, text amendments, rezoning, Comprehensive Development Plan (CDP) Amendments and other departmental needs, as they relate to land use and subdivision of property issues. The NPU Chair's assigned "Land-Use Point-of-Contact" shall act as the Chair of the Zoning Committee.
- c. Community Development/Human Services Committee
 - i. The Community Development/Human Resources Committee reviews and makes recommendations on matters relating to housing related programs, housing code enforcement, community development, and economic development; matters pertaining to parks, recreation and job and manpower training. The Chair of the Community Development/Human Services Committee shall be elected by its members (with the NPU Chair serving in his/her place until elections occur).
- d. Finance/Treasury Committee
 - i. The Finance/Executive Committee reviews and makes recommendations on matters pertaining to the budget; proposed legislation regarding the taxing ordinances and public revenue; as well as review and approve any fiduciary grant applications the NPU may pursue. The Treasurer of NPU-X shall serve as Chair of the Finance/Treasury Committee.
- e. Safety Committee
 - i. The Safety Committee will review and make recommendations on matters regarding public safety, generally; the Department of Police Services; Department of Fire; Department of Corrections; Department of Law; Office of Emergency Management Services and City Courts; as well as reviewing and making recommendations on License Review Board applications (liquor licenses). The Safety Committee will also be allowed to coordinate with MARTA Police as necessary. The Chair of the Safety Committee shall be elected by its members (with the NPU Chair serving in his/her place until an election can occur).
- f. Committee on the NPU
 - i. The membership of the Committee on Council shall consist of the elected positions of the NPU (Chair, Vice-Chair, Treasurer, Secretary, Parliamentarian and Sergeant-at-Arms). The Committee shall review and make recommendations on matters pertaining to the operation of the NPU; NPU Chair appointments; ethics issues involving the NPU and its members; the NPU agenda; NPU bylaws and rules; as well as the conduct and decorum of the NPU and its members. The NPU Chair shall act as Chair of the Committee on the NPU.
- g. Transportation Committee
 - i. The Transportation Committee will review and make recommendations on matters pertaining to transportation, generally, including the Metropolitan Atlanta Rapid Transit Authority (MARTA), the Atlanta Department of Transportation (ATLDOT), and Hartsfield Jackson Atlanta International Airport. The committee will also review routine legislation/proposals regarding the abandoning and renaming of streets; railroad crossing agreements; street resurfacing and paving; sidewalk/curb construction and repair; and other transportation needs. The Chair of the Transportation Committee shall be elected by its members (with the NPU Chair serving in his/her place until an election can occur).
- h. **Additional Committee Appointments:** In addition to the above listed internal committee positions, NPU-X shall also elect representatives (3) to the Lakewood Amphitheater Community Finance Committee and (4) to the Lakewood Amphitheatre Oversight Committee, who shall represent NPU-X

at monthly meetings and report relevant information to the body quarterly. The representatives will be replaced upon communications from the appropriate Committee Chair announcing a vacancy. Volunteers from voting members of NPUX will be reviewed and a vote by the body will be taken. Upon acceptance by the NPUX body the new representative(s) will immediately become effective. NPU-X shall also elect one (1) representative to the Fort McPherson Community Engagement Subcommittee. The representatives will be replaced upon communications from the appropriate Committee Chair announcing a vacancy. Volunteers from voting members of NPUX will be reviewed and a vote by the body will be taken. Upon acceptance by the NPUX body the new representative(s) will immediately become effective. A representative will be elected as long as the Ft. McPherson Community Engagement Subcommittee exists.

Section 2. NPU-X may create and remove ad hoc committees as necessary by majority vote of those members present at a regular meeting.

Section 3. At least three (3) members of a Committee, in addition to the Chairperson, shall constitute a quorum. The presiding officer of any committee may, however, increase the necessary number to constitute a quorum.

VI. Neighborhood Associations:

It is strongly recommended that known issues that affect a specific community within the NPU-X geographical area be considered by the neighborhood association that is directly affected by such issue prior to being considered by NPU-X. The Chair of NPU-X, as well as all Committee Chairs shall be responsible for informing the neighborhood associations of upcoming issues (of which they are aware). The recommendation of the neighborhood association shall be considered by NPU-X. In cases involving land use, the chair of the Land Use Committee shall be responsible for coordinating with the affected neighborhood associations. NPU-X recognizes the following five neighborhood associations: Capitol View Neighborhood Association, Capitol View Manor Neighborhood Association, Hammond Park Neighborhood Association, Perkerson Civic Association, and the Sylvan Hills Neighborhood Association. Those voting items dealing with issues in areas of the NPU *not* represented by a neighborhood association shall be reviewed by the Committee on the NPU for a formal recommendation to the body.

Meetings:

Section 1. The regular meetings of NPU-X shall be held on the second Monday of each month from January to November, unless otherwise ordered by NPU-X. Committees shall meet in regular session upon the calling of the presiding chairs.

Section 2. Fifteen (15) members of NPU-X shall constitute a quorum. At least one of the members present must be currently serving as an officer. At least five (5) of the members constituting a quorum must be voting members.

Section 3. All meetings of NPU-X and its committees shall be open to the public and notice of such meetings shall be given to each of the recognized neighborhood associations within NPU-X and may be posted at conspicuous places as allowed by law throughout NPU-X.

VII. Amendment and Approval of By-laws:

Section 1. The By-Laws of NPU-X shall be presented annually in accordance with the guidelines of the City of Atlanta's Bureau of Planning at the August regularly scheduled meeting. They shall be approved by a majority of the members of NPU-X at the September regularly scheduled meeting. Voting to amend and approve the Bylaws is open to every member of NPU-X without attendance requirements or any other limitation. Once accepted by the body and approved by the City of Atlanta, the bylaws will remain in place until they are voted on again as described above.

Section 2. The Bylaws shall be submitted to the City of Atlanta's Bureau of Planning in accordance with the guidelines and directions of the City of Atlanta Bureau of Planning, no later than September 30, and shall be

effective January 1 of the following year.

VIII. Privacy and Electronic Communications

Section 1. Distribution lists, websites, publications and email accounts shall be used only for carrying out purposes of the NPU and belong to the NPU, not any individual, and access/passwords must be fully transitioned to the newly elected executive committee by no later than November 30.

Section 2. No member of the NPU shall furnish to any outside entity any mailing list compiled by the NPU, the Executive Committee, or any of its committees, except as required by law or court order.

Section 3. The NPU shall not use any of its email distribution lists to forward commercial advertisements of any kind. Commercial establishments may be mentioned in email communication so long as the mailing is not primarily used to promote a particular establishment.

Section 4. The NPU shall honor all requests to be opted out of any of its distribution lists at any time.

Section 5. Distribution lists, websites, publications, and e-mail accounts compiled by the NPU are the sole property of the NPU.

Section 6. Officers shall use an official email address provided by the NPU that follows the format NPUX[OFFICER TITLE]@[domain.com], or substantially similar format identifying the NPU and the position of the officer. This official email address and all correspondence and contents of the email inbox are property of NPU-X and must be provided to a successor officer immediately upon the election of the successor officer. Accurate and up-to-date inbox passwords shall be shared with the secretary and president of the NPU any changes in passwords must be immediately shared with the secretary and Chair of the NPU. New officers are required to change the email password upon receiving the email login and provide new credentials to the secretary and chair.

Section 7. Officers are forbidden from conducting NPU business using an email address other than the official email address outlined in [bylaws section x]. If an officer accidentally or inadvertently uses a personal email address to conduct NPU business, all related correspondence must be forwarded to the official email address immediately. An incident where an officer uses personal email to conduct NPU business more than three times or where the officer fails to forward any accidental or inadvertent correspondence would be considered a violation of this bylaw.

Section 8. All social media started on behalf of the NPU is property of the NPU and must have at least 4 admins. The admins should be current Executive Board members (or members appointed by the Executive Board). A violation of the official NPU-X social media policy must be disclosed to the entire executive board. If a single member of the executive board feels that the violation warrants dismissal, the violation will be brought to the general body in a general body meeting during which the body will be given the opportunity to dismiss the offending officer by a 2/3 majority vote.

Section 9. Violations of the official NPU-X officer email policy must be disclosed to the entire executive board. If a single member of the executive board feels that the violation warrants dismissal, the violation will be brought to the general body in a general body meeting during which the body will be given the opportunity to dismiss the offending officer by a 2/3 majority vote.

IV. Code of Conduct/Disciplinary Procedures

Section 1. At all times, members of NPU-X shall conduct themselves in accordance with the City's Code of Ethics. Suspected violations of the City's Code of Ethics by members of the NPU may be forwarded to the Committee on

the NPU for further review and recommendations. Those members who are found to have failed to comply with the City's Code of Ethics may face disciplinary action.

Section 2. If a member of NPU-X is found to have violated the City's Code of Ethics, the Committee on the NPU may recommend: a) issuing a formal warning to the member during the next NPU general body meeting; and/or b) recommending the Body vote to designate the individual(s) as "members not in good standing". After the Committee recommends a designation of an individual as a "member not in good standing", the full body must vote on the recommendation. Should 2/3 of the body vote in agreement, the individual in question shall become a "member-not-in-good-standing" for a period of six months.

Section 3. During meetings, members of the NPU-X shall conduct themselves in accordance with Robert's Rules of Order – and should at all times show respect and professionalism towards their fellow NPU members.

Section 4. Causes for Removal of Unruly Persons: Unruly persons may be removed from a meeting after receiving two (2) verbal warnings for failure to abide by the ruling of the presiding officer, engaging in willful and callous disregard and/or repeated disrespectful actions toward the presiding officer or any other person in attendance; and 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. After one (1) meeting removal rulings, an unruly person may be recommended for designation as a "members-not-in-good-standing" by the Committee on the NPU. After the Committee recommends a designation of an individual as a "member not in good standing" the full body must vote on the recommendation. Should 2/3 of the body vote in agreement, the individual in question shall become a "member-not-in-good-standing" for a period of six months. If a person fails to leave the meeting the meeting may be adjourned.

Section 5. Members-Not-In-Good-Standing: Those members who become "members-not-in-good-standing" shall lose the ability to vote on matters before the NPU (except for those items pertaining to the NPU's Bylaws). "Members-not-in-good-standing" also lose the ability to make comments (either verbal or written) during NPU general body meetings and committee meetings.

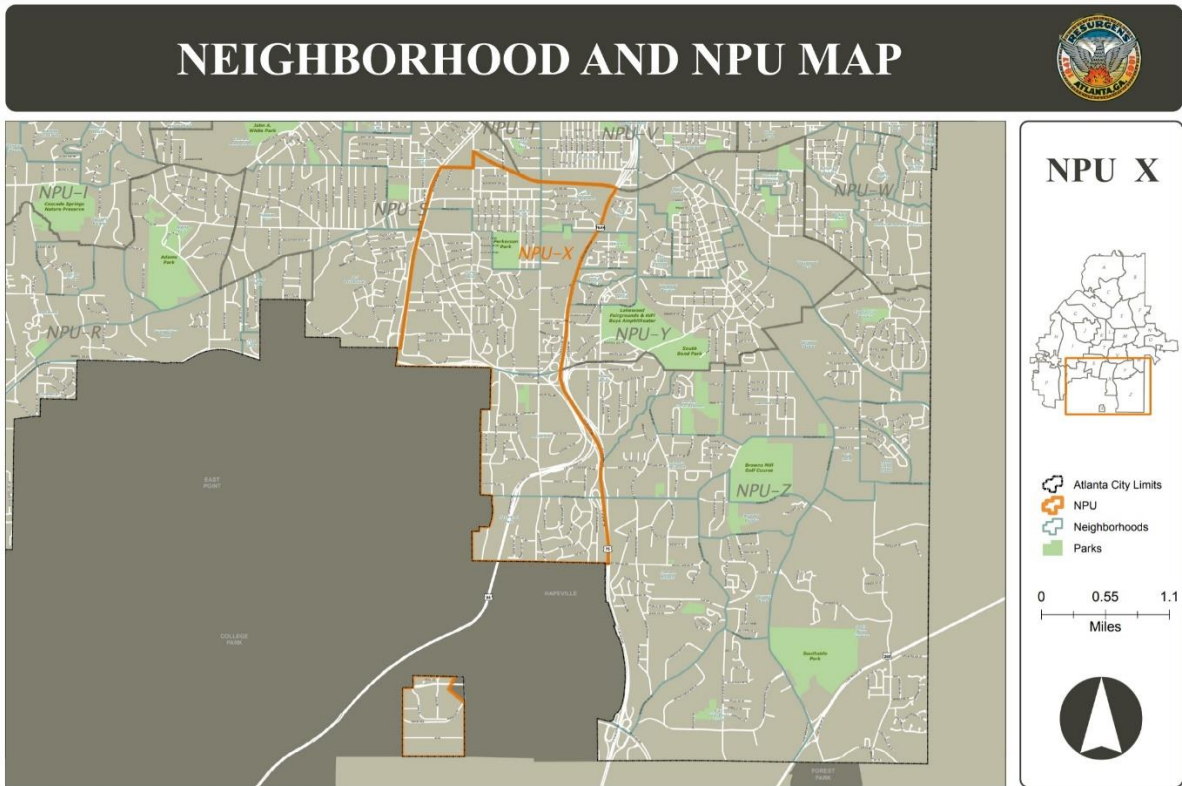
V. Ethics

All NPU-X Officers should familiarize themselves with the City of Atlanta "Ethical Guidelines for Neighborhood Planning Unit Officers" which can be found at http://atlantaethics.org/docindexer/ethical_standards_npu_officers.pdf.

VI. Roberts Rules

Any item, process or procedure not covered in these bylaws will be governed by Robert's Book of Rules

VII. NPU-X Boundary Map for Reference



VIII. Sections 6-3011 through 6-3019 of the City's Code of Ordinances (see Attached)

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)