

NPU-Z

CONSTITUTION

and

BYLAWS

Anne E. Phillips, Chair

Adopted with revisions September 26, 2022, effective January 2023
Adopted without revisions September 27, 2021, effective January 2022
Adopted with revisions September 28, 2020, effective January 2021
Adopted without revision September 23, 2019, effective January 2020
Adopted without revision October 22, 2018, effective January 2019
Adopted without revision October 23, 2017, effective January 2018
Adopted with revision September 26, 2016, effective January 2017
Adopted with revision September 28, 2015, effective January 2016
Adopted without revision September 22, 2014, effective January 2015
Adopted without revision September 23, 2013, effective January 1, 2014
Adopted without revision September 24, 2012
Adopted with revision September 26, 2011
Adopted without revision September 27, 2010
Adopted without revision September 28, 2009
Adopted without revision September 22, 2008
Adopted with revision September 24, 2007
Adopted with revision August 28, 2006
Adopted with revision September 26, 2005
Adopted with Revision April 26, 2004
Adopted with No Revision October 23, 2003
Adopted with No Revision October 23, 2002
Adopted with No Revision October 13, 2001

ARTICLE I
NAME

The name of this organization shall be Neighborhood Planning Unit-Z, hereinafter referred to as "the Organization or NPU-Z".

ARTICLE II
GEOGRAPHICAL BOUNDARIES

The geographical boundaries of the community served by the Organization shall be those established by the City of Atlanta for NPU-Z. They include Polar Rock, Swallow Circle/Baywood, Lakewood, Norwood Manor, Thomasville Heights, Leila Valley, Rebel Forest, Browns Mill Park, Rosedale Heights, Glenrose Heights, Orchard Knob, South River Gardens, and Blair Villa/Poole Creek communities.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE III
PURPOSE

The purpose of the Organization shall be:

- (1) To serve as an organization representing all sectors and interests of NPU-Z as defined in Article II.
- (2) To promote the welfare of the Organization through reviewing, advising and planning for orderly community development.
- (3) To seek and serve as a clearinghouse for resources to be brought to the Organization for planning, community development, and neighborhood improvement and to assist the city of Atlanta in determining priority needs for the community including, items for inclusion in the city's budget, Capital Improvement Program, and Comprehensive Development Plan.
- (4) To explore ways of protecting the district from actions that tend to adversely affect the best interest of the community as determined by this body and other residents of the area.
- (5) To advise and make recommendations to the city of Atlanta, and any other governmental units or private entities regarding matters affecting the environment, wellbeing and livability of NPU-Z residents.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE IV
MEMBERSHIP

- (1) Any person eighteen (18) years of age or older whose primary place of residence is within NPU-Z or who represents a person by Power of Attorney, or who operates or represents a corporation, organization, institution, or agency which owns property, or has a place of business or profession within NPU-Z, is eligible for membership in the Organization. Each

eligible resident shall have one (1) vote. Each business shall have a total of one (1) vote per business location. In cases of Power of Attorney, only one person can vote. When a property is rented, either the owner or tenant can vote but not both.

- (2) Each representative of a neighborhood organization, agency or business within NPU-Z shall have an alternate who will represent his/her organization, business, or agency in the absence of the said member.
- (3) Residents must present proof of residence showing the current address from one of the following sources:
 1. Georgia Driver's License
 2. Georgia I. D. Card
 3. Current utility bill
 4. Voter Registration Card
 5. Property tax/deed bill showing current residency or ownership within NPU Z.
 6. Motor vehicle registration showing current residency within NPU-Z.
 7. Current lease or rental agreement for residential property.
 8. Power of Attorney for voting member
- (4) Any person who operates or represents a corporation, organization, institution, or agency which owns property, or has a place of business or profession within NPU-Z, must provide the following evidence:
 1. Proof of incorporation, or business license **when information is not included in the application from Planning**
 2. Letter on business letterhead authorizing the bearer to act as a voting representative and must be signed by the qualifying authority.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE V

ELECTION OF OFFICERS

Sec. 1 - The officers shall be elected by the Organization at the November meeting of each calendar year. The newly elected officers shall be installed at the conclusion of the November meeting of each calendar year and shall assume responsibility and duties of the offices of NPU-Z immediately upon being installed at the November meeting. These officers will serve until the last meeting of the following year or until their successors are elected and qualified, unless they are disqualified as officers.

Sec. 2 - At the regular scheduled November NPU-Z meeting, the Nominating Committee shall present its slate of nominees to the membership and request nominations from the floor for inclusion on the ballot, after which nominations shall be closed. The NPU-Z membership shall then vote on the nominees as listed.

Sec. 3 - If any officer ceases to be a member of the Organization, the person shall be disqualified and the position shall be declared vacant under Article XIV of this document.

Sec 4. - Any person holding the office of Chairperson or equivalent must be a person 18 years of age or older whose primary place of residence is within NPU-Z.

Sec. 5 - To run for an NPU-Z office, a member must have attended at least five (5) NPU-Z meetings within the current year and must show name and address on the sign-in sheet **or on the virtual meeting registration/attendance list (Zoom, Teams, etc.)**.

Sec. 6 - By no later than the regularly scheduled NPU-Z meeting in June of each year, a Bylaws Committee Chairperson shall be appointed by the Chairperson of the NPU.

Sec. 7 - By the August NPU meeting, the Bylaws Committee shall present a recommendation to the body to make changes to the By Laws or keep as is.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE VI

VOTING

Sec. 1 - At all meetings, each member of the NPU-Z shall have one vote. However, only members of NPU-Z, who have attended a minimum of 3 meetings, ***including virtual meetings***, within the current year between January and October, are eligible to vote for the election of officers.

Sec. 2 - No person, institution, agency, business, or other organization shall have more than one vote.

Sec. 3 - All actions of the Organization shall be approved by a majority of eligible votes of those present. Proxies will not be accepted.

Sec. 4 - All NPU-Z and committee meetings shall be open to the public.

Constitution Bylaws as Revised Sept. 27, 2021

ARTICLE VII

OFFICERS

The officers of the Organization shall be: the Chairperson, Vice-Chairperson, Secretary, Treasurer, Chaplain, Parliamentarian, Assistant Secretary, Assistant Treasurer and a Sergeant-at-Arms.

Constitution Bylaws as Revised Sept. 26, 2011

ARTICLE VIII
DUTIES OF OFFICERS

Sec. 1. - The Chairperson shall:

- (1) Preside at all meetings, serve as Chairperson of the Executive Committee and appoint all *ad hoc* committees.
- (2) Appoint chairpersons of all standing committees at the January meeting of the NPU-Z.
- (3) Serve as official spokesperson for the Organization.

Constitution Bylaws as Revised 8/26/00

Sec. 2. - Vice-Chairperson shall:

- (1) Assume the duties of the Chairperson in the Chairperson's absence or disability.
- (2) Perform other duties as assigned by the Chair.

Sec. 3 - The Secretary shall:

- (1) Record and preserve accurate minutes of all regular meetings of the Organization, including the Executive committee meetings.
- (2) Perform such other duties as assigned by the Chairperson.
- (3) The Secretary shall record the proceedings of NPU-Z meetings and prepare minutes by the next regular meeting.

Sec. 4 - The Treasurer shall:

- (1) Accept donations contributed at NPU-Z meetings to be used for postage, stationery, parking fees, benevolence, and occasional refreshments.
- (2) Keep a current record of all financial matters.
- (3) Make monthly reports to the Organization regarding its finances.
- (4) Perform other duties as assigned by the Chairperson.

Sec. 5 - The Chaplain shall:

- (1) Assist the Organization in working together harmoniously.
- (2) Perform other duties as assigned by the Chairperson.
- (3) Give the invocation and closing at each meeting.

Sec. 6 - The Parliamentarian shall:

- (1) Assist the Organization during meetings on correct parliamentary policies and procedures, according to the current edition of Robert's Rules of Order Newly Revised and clarify matters related to the NPU Bylaws.

Constitution Bylaws as Revised Sept. 26, 2016

- (2) Collect sign-in sheets, make copies and give a copy to the Planner and the Secretary.
- (3) Shall be designated a host for any virtual meetings so that the Parliamentarian can maintain order during the virtual meeting.

Constitution Bylaws as Revised Sept. 27, 2021

Sec. 7 - The Assistant Secretary shall:

- (1) Assume the role and duties of the Secretary during the Secretary's absence or disability.
- (2) Perform other duties as assigned by the Chairperson.

Sec. 8 - Sergeant-At-Arms shall:

- (1) Monitor the door and maintain the sign-in sheets
- (2) Ensure that the Parliamentarian gets all sign-in sheets at the end of the meeting.

Constitution Bylaws as Revised Sept. 26, 2011

ARTICLES IX **MEETINGS**

Sec. 1 - All meetings in NPU-Z, *whether in person or virtual*, are scheduled on the fourth Monday of each month. Additional NPU-Z meetings may be scheduled as necessary. The schedule is subject to change due to unforeseen problems, issues, meeting conflicts, etc. Further clarification of a specific meeting date, time and place can be obtained three (3) days prior to that meeting by calling the Coordinator's Office or the Chairperson of the NPU-Z.

Sec. 2 - Emergency meetings may be called by the Chairperson and two-thirds (2/3) of NPU-Z executive officers.

Sec. 3 - Members shall be informed of all regular meetings by written notice, telephone, **email, and/or texts** at least three (3) days in advance.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE X THE AGENDA

The agenda for the meeting shall be determined by the Chairperson in consultation with the Office of Planning. Any member can request an item to be put on the agenda by contacting the Chairperson *at any time at least four days before a scheduled meeting*. The agenda shall be distributed according to the NPU-Z mailing list prior to the meeting. If a member requests that an item be placed on the Agenda, and the Agenda has already been determined for the next meeting, then the item will be considered for the agenda of the following meeting.

While an item not on the agenda can be discussed, no vote can be taken on any item not on the agenda published for that meeting of NPU-Z. In the event failure to vote may jeopardize a project, a motion from the floor may be made and approved by 2/3 of the body to hear the case.

Constitution Bylaws as Revised Sept. 27, 2021

ARTICLE XI QUORUM

A quorum constitutes fifteen (15) members of NPU-Z, including three (3) executive officers of NPU-Z.

ARTICLE XII COMMITTEES

Sec. 1 - There is hereby created an Executive Committee for NPU-Z, which shall conduct all business of the NPU-Z between meetings of the membership. The Executive Committee shall be comprised of the Officers of NPU-Z, plus Chairpersons of all standing committees and shall meet quarterly or as necessary, not less than one week prior to the general NPU-Z membership meeting. All recommendations of the Executive Committee shall be reported at the next regular meeting of the NPU-Z.

Sec. 2 - There is hereby created a Nominating Chairperson for NPU-Z to be appointed by the NPU-Z Chairperson annually at the September NPU-Z meeting.

(a) The Nominating Chairperson shall solicit Committee Members for that committee from the eligible membership.

(b) The Nominating Chairperson shall be provided at the September meeting a copy of the members who are eligible to hold office. See Article V, Sec. 5 (Election of Officers)

(c) The Nominating Committee shall make its report annually at the November NPU-Z meeting and shall conduct the election of Officers at that meeting.

Sec. 3 - The Standing Committees of NPU-Z shall be: Community Development, Human Resources, Membership, Public Safety, Transportation, Zoning/Land Use, Legislative and Constitution and Bylaws. All committee reports shall be submitted to the NPU-Z Chairperson in writing and reported monthly at the NPU-Z meetings. If no report is forthcoming, the committee Chairperson shall be recognized by the NPU-Z Chairperson under Agenda Item, Committee Reports, and shall declare that "No Report" is being given.

Sec. 4 - Each Committee shall consist of a minimum of 3 persons. The NPU-Z Chairperson shall appoint committee chairs at the January NPU-Z meeting of each calendar year. At the November NPU-Z meeting, the incumbent chairperson shall circulate volunteer membership forms to solicit persons to serve on the Standing Committees and submit that list to the incoming NPU-Z Chairperson.

The function of the Standing Committees shall be:

Community Development: Recommends on matters related to:

1. Planning Functions
2. Comprehensive Development Plan
3. Housing Code Enforcement

Human Resources: Recommends on matters pertaining to:

1. Parks, Recreation and Cultural Affairs
2. Senior Citizen Services
3. Health, Education and Welfare of Children, Youth, Adults and Senior Citizens
4. City Services

Membership: Recommends and carries out:

1. Recruiting of Eligible Members
2. Public Relations
3. Review and update the membership list and forward this information to the NPU Coordinator's Office.
4. Assist in organizing community organizations in the NPU (provide proper structure)

Public Safety: Recommends on matters regarding:

1. General Public Safety, Police, and Fire and Emergency Management Services.

Transportation: Recommends on matters regarding:

1. Airport, Aviation, Traffic and Road Matters

Zoning: Recommends on matters regarding:

1. Zoning and Zoning Enforcement.
2. Land Use and Development Plans

Legislative: Recommends on matters regarding:

1. Political Candidates (Attends or participates in Candidate Forums/Debates)
2. Makes voting recommendations to NPU based on Candidate assessments
3. The information provided to the NPU-Z body shall be researched as factual and not based upon hearsay. The Committee shall exhaust all resources to bring accurate and factual information to NPU-Z.

Constitution and Bylaws: Conducts the following matters:

1. Reviews the current Constitution and Bylaws annually; and
2. Recommend revisions as needed.

Sec. 5 - Chairpersons of Standing Committees shall be appointed by the NPU-Z Chairperson, with the approval of the NPU-Z membership.

Constitution Bylaws as Revised Sept. 27, 2021

Ad Hoc Committees:

Sec. 1 - There are hereby created two Special Committees to represent NPU-Z in accordance with the Lakewood Amphitheater considerations established under City Ordinance. The Special Committees shall be: **Lakewood Amphitheater Oversight Committee and Lakewood Amphitheater Community Finance Committee**. These committees serve in conjunction with representatives of NPU-X and NPU-Y.

Sec. 2 - The Lakewood Amphitheater Oversight Committee shall have four (4) members and the Lakewood Amphitheater Community Finance Committee shall have three (3) members representing NPU-Z. Each member representing NPU-Z shall be a resident of NPU-Z.

Sec. 3 -Members of the *ad hoc* Committees shall be appointed by the chairperson of NPU-Z. Each member appointed to the Lakewood Amphitheater Oversight Committee and Lakewood Amphitheater Community Finance Committee shall serve for a term of three (3) consecutive years; unless removed by a vote of the NPU-Z membership for failure to attend at least three (3) *ad hoc* Committee meetings within a year or some other infringement.

Sec. 4 – One Member of the *ad hoc* Finance Committee shall make quarterly reports to the NPU-Z membership and one member of the Oversight Committee shall make monthly reports to the NPU-Z membership at the next monthly NPU-Z meeting following each *ad hoc* Committee’s

meeting. The *ad hoc* Committee members may decide among themselves which member attends the NPU-Z meeting and makes the report.

Sec. 5 - All *ad hoc* Committee members must attend at least five (5) of the eleven NPU-Z meetings held each year to retain their appointments to either *ad hoc* Committee. Beginning with the November 2015 Elections, any *ad hoc* Committee member who has not attended at least five (5) NPU-Z meetings within each year following that election will be removed by the Chairperson as an appointee to his/her respective *ad hoc* Committee.

Constitution Bylaws as Revised Sept. 28, 2015

ARTICLE XIII **SUSPENSION AND REMOVAL**

Sec. 1 - An officer or committee member may be removed or suspended for the following offenses, provided said officer or member has been notified of said charges in writing and given **30 days** from the date of the written notice to appear before the Executive Committee, which will in turn make its recommendations to the Organization:

1. Conduct not representative of the Organization
2. Violation(s) of the Organization's Constitution and Bylaws
3. Failure or inability to perform duties of office
4. Misappropriation of the Organization's funds
5. Absence from three (3) successive meetings without adequate excuse
6. Absence from three (3) NPU-Z meetings while representing NPU-Z on a Special Committee.

Sec. 2 - After a 30-day notice to the officer or committee member, the member **in question** shall be notified by **certified** mail, **email, text, and/or** phone of a pending vote of suspension and/or removal of that officer or committee member. Notification must include the date, time and place where the vote will take place.

Sec. 3 - Suspension and/or removal shall become effective immediately following a majority vote of the eligible voting members (or members who have attended the 3 most recent past meetings) who are in attendance at the scheduled meeting.

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE XIV **VACANCIES**

Sec. 1 – If an office becomes vacant, with the exception of the Chairperson and the Vice-Chairperson, the Executive Committee shall appoint a replacement to fill the office for the remainder of the term.

Sec. 2 - If the office of the NPU-Z Chairperson becomes vacant, the Vice-Chairperson shall serve as the Chairperson for the remainder of the year. If the Vice-Chairperson is unwilling to serve, a Special Election shall be held to fill the vacancy of the office of NPU-Z Chair.

Sec. 3 –If the office of the Vice-Chairperson becomes vacant during the calendar year, a special election shall be held to fill the vacancy.

Constitution Bylaws as Revised Sept. 27, 2021

ARTICLE XV **CONDUCT OF MEETINGS**

This organization shall be governed by the rules of procedures adopted by this body as of December 9, 1982, as amended through November 23, 1998. Amendments thereto must be approved by two-thirds (2/3) vote of members at the meeting, at *which* it is being considered. (See ARTICLE XVI, Sec. 1.)

Constitution Bylaws as Revised Sept. 26, 2022

ARTICLE XVI **CONSTITUTION & BYLAWS** **AMENDMENTS**

The Constitution and Bylaws shall be submitted to the NPU-Z membership for annual review and approval. Approval of the Bylaws and any amendments thereto shall require the affirmative vote of a majority of the members of NPU-Z in attendance and voting at the meeting where the By-laws are voted upon. There shall be no restrictions upon a member's right to vote on the approval or disapproval of the By-laws, including any amendments thereto. Proposed changes to the Bylaws shall be distributed to the NPU-Z membership at the August NPU-Z meeting. The Bylaws and any amendments thereto shall then be filed with the Department of Planning, Development and Neighborhood Conservation no later than September 30th of each year and shall become effective January 1st of the following year. The amendments shall be considered during the annual review of the By-laws. Pursuant to the City of Atlanta Code, Article 6-3016(a), as amended, a copy of the City of Atlanta Code, Articles 6-3011 through 6-3019, as amended, are attached hereto as Exhibit A.

ARTICLE XVII **POLITICAL FORUMS** **AMENDMENT** (Sept 2007)

The Neighborhood Planning Unit meetings shall not be used for political forums or campaigning for city, county, state or federal elections.

ARTICLE XVIII
ABSENCE OF ORGANIZED COMMUNITY ORGANIZATIONS
AMENDMENT (Sept 2007)

In the absence of an organized community, decisions about that community shall be referred to the Land Use and Development Committee to review and present to the NPU for the final decision.

Constitution Bylaws as Revised Sept. 27, 2021

ARTICLE XIX
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the NPU-Z in all cases to which they are applicable.

Adopted without revision September 27, 2021
Adopted with revision September 28, 2020 – Constitution & Bylaws
Adopted with revision September 26, 2016 - Constitution Bylaws as Amended September 26, 2016
Adopted with revision September 28, 2015
Adopted with revision September 26, 2011
Adopted without revision September 27, 2010
Revised Aug. 16, 2007
Revised September 26, 2005
Revised August 28, 2006

By Laws ratified by NPU- Z on Monday, Sept. 26, 2022

Signed:

Chair:  09/27/2022
Anne E. Phillips Date

Chair, Bylaws
Committee : /s/Shirley Nichols 09/27/2022
Asante Fears Date

NPU-Z ByLaws - Committee Approvals as of September 17, 2022

From: **Jacquelyn Rainey** <jrainey1021@att.net>
Sent: Sep 17, 2022 9:19 AM
To: Shirley Nichols <wanat@peoplepc.com>
Subject: Re: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

I approve of the changes as they are indicated in the updated By-Laws.

From: **H A Zeigler** <ga46atl@icloud.com>
Sent: Sep 12, 2022 4:47 PM
To: wanat@peoplepc.com <wanat@peoplepc.com>
Subject: RE: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

I am in agreement with the changes made to the Bylaws

From: **James brown** <e_zhomeimp@yahoo.com>
Sent: Sep 9, 2022 9:55 AM
To: Shirley Nichols <wanat@peoplepc.com>
Cc: james brown <e_zhomeimp@yahoo.com>
Subject: Re: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

I approve.

From: **Coreen Dent** <coreenbdent@gmail.com>
Sent: Sep 8, 2022 6:13 PM
Subject: Re: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

Yes, I approve.

From: hooper526 <hooper526@aol.com> (**Wanda Jones**)
Sent: Sep 8, 2022 3:35 PM
Subject: Re: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

I approve of the updated bylaws.

From: **Jason Jones** <jemgmd@gmail.com>
Sent: Sep 8, 2022 9:04 AM
Subject: Re: BYLAWS Review - COMMITTEE MEETING Aug. 31, 2022 - Zoom

Thank you for chairing this committee. I approve the document as it is presented.

Shirley Nichols, Chair

I approve the changes made to the 2022 By Laws

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)

