NEIGHBORHOOD PLANNING UNIT-A
BYLAWS

(*As amended through September 2025*)

ARTICLE I PURPOSE:

The Neighborhood Planning Unit "A" (hereinafter referred to as "NPU-A") is hereby established for the purpose of advising the City of Atlanta (hereinafter referred to as the "City"), including the Mayor, the City Council and any Department of the City, on all matters affecting the environment, the well-being, the residents, and the general livability of the neighborhoods within NPU-A, as defined by the Department of Budget and Planning and approved by the City Council. In general, the NPU-A will provide a means by which information concerning the operating of City government can be provided to the citizens and a means by which citizens input can be provided to the City government.

ARTICLE II MEMBERSHIP:

SECTION 1: Any person 18 years of age or older, whose primary place of residence is within NPU-A or who operates or represents a corporation, organization, institution or agency which owns property or has a place of business or profession within NPU-A is eligible for membership.

SECTION 2: Residency of an individual may be verified by the production of a driver's license.

ARTICLE III MEETINGS:

SECTION 1: NPU-A shall meet at least four times annually or more often at the call of the chairperson or a majority of the Executive Committee. Unless NPU-A or its Executive Committee determines otherwise, regular meetings shall be held at 7:00 p.m. on the first Tuesday of each month or if such day is a holiday or adjacent to a holiday on such other day as selected by the Executive Committee or chairperson. The Executive Committee or chairperson may cancel a meeting in the event that there is no time-sensitive matter scheduled for consideration.

SECTION 2: All action of NPU-A shall be by a majority vote of those present and eligible to vote. Proxies will not be accepted. Rules for conduct of NPU-A meetings will be established by the chairperson as the chairperson deems necessary.

SECTION 3: At all meetings, each member whose primary place of residence is within NPU-A shall have one vote. Each business, corporation, institution or agency operating or owning property or having a place of business or profession within NPU-A may designate one person who shall have one vote.

SECTION 4: The agenda for each meeting shall be determined by the chairperson in consultation with the Executive Committee. Any member may request an item on the agenda by contacting the chairperson. The agenda will be distributed to the NPU-A membership by the City in accordance with provisions established by the City for the distribution of NPU notices. Items

which arise after the mailing deadline for the agenda may be included in the public meeting as new business, either without objection or upon a simple majority vote of those present.

ARTICLE IV OFFICERS:

SECTION 1: At a regular meeting open to all eligible members, NPU-A shall elect the following officers for the next calendar year:

Chairperson
Assistant Chairperson
Vice-Chairperson for Legal
Vice-Chairpersons for City Administration and Community Affairs
Zoning Secretary
Recording Secretary

The Executive Committee shall appoint a nominating committee, with the floor being open at the meeting for additional nominations.

SECTION 2: The duties of the chairperson shall be to call and preside over all meetings of NPU-A and the Executive Committee, to appoint ad hoc committees upon consultation with the Executive Committee, to insure that NPU-A is represented on the Atlanta Planning Advisory Board, and to certify and record civic associations for representation on the Executive Committee. Between meetings, the chairperson, or in his absence the assistant chairperson or a vice chairperson, may speak on behalf of NPU-A provided that any position taken in such capacity is not inconsistent with a previous vote of the members of NPU-A.

SECTION 3: The assistant chairperson shall perform all of the duties of the chairperson in the absence of the chairperson.

SECTION 4: The vice-chairperson for city administration and community affairs shall be responsible for all matters pertaining to the Atlanta Planning Advisory Board, public relations, budget and finance, traffic and transportation, human services, and parks and recreation.

SECTION 5: The duties of the zoning secretary shall be to distribute and coordinate filed applications for zoning, special use, variance, special exception, and subdivisions, to act as the "contact" person for NPU-A, to notify applicants of NPU-A meetings and meeting policy, and to plan the agendas for the NPU-A general meetings and Executive Committee meetings.

SECTION 6: The duties of the recording secretary shall be to take minutes of all NPU-A general meetings and Executive Committee meetings, to record votes taken on filed applications at Executive Committee meetings and general membership meetings, to send the results of all votes to the appropriate City officials and hearing bodies, to file general membership meeting reports, to mail sign-in sheets to the Bureau of Planning, and to be responsible for the distribution of all correspondence and other documents.

SECTION 7: If an officer's position becomes vacant, the Executive Committee shall fill such vacancy. If necessary, a member of the Executive Committee shall serve in the temporary absence of any officer.

SECTION 8: The Vice-Chairperson for legal shall be responsible for all matters pertaining to legal matters.

ARTICLE V EXECUTIVE COMMITTEE:

SECTION 1: The Executive Committee of NPU-A is established to conduct all business of the NPU between meetings of the membership at large.

SECTION 2: Membership of the Executive Committee shall consist of the officers of NPU-A, one representative of each of the certified Civic Associations within the boundaries of NPU-A, and representatives of committees which shall be selected by the officers of NPU-A. The members of the Executive Committee shall serve a term concurrent with the NPU-A officers.

SECTION 3: A certified civic association may designate an alternate representative to the Executive Committee to attend Executive Committee meetings and act in the absence of the designated representative. The alternate representative shall have a vote when in attendance at the Executive Committee meetings whether or not the designated representative of the civic association is present and voting.

SECTION 4: The Executive Committee shall meet at least four times a year and more often as called by the chairperson. All action shall be by a majority vote of those present. Unless NPU-A or its Executive Committee determines otherwise, regular meetings shall be held at 7:00 p.m. on the last Tuesday of each month or if such day is a holiday or adjacent to a holiday on such other day as selected by the Executive Committee or chairperson. The Executive Committee or chairperson may cancel a meeting in the event that there is no time-sensitive matter scheduled for consideration.

SECTION 5: The Executive Committee shall conduct all business of NPU-A between meetings of the membership. It shall advise interested parties and agencies of the City government with respect to concerns of NPU-A. It can form ad hoc committees as needed to investigate and report on specific concerns of NPU-A. It shall determine the agenda for regular meetings of NPU-A and shall act as a nominating committee for NPU-A.

SECTION 6: Members of the Executive Committee shall be assigned specific assignments, including, but not limited to, land use, zoning, traffic, transportation, public safety, parks and recreation, urban and economic development, human services, environmental quality, annual bylaws review, and annual nominating committee, shall assist City agencies in determining priority needs for the NPU-A area, shall review items for inclusion in the City budget, and shall make recommendations relating to budget items for neighborhood improvement. Subcommittees shall be established as appropriate to accomplish the specific assignments. Such subcommittees shall report to the Executive Committee.

ARTICLE VI ASSOCIATIONS:

To be recognized as a certified Civic Association, the organization must submit its bylaws to the chairperson for certification and represent a number of households within NPU-A to be determined by the Executive Committee. The bylaws and roster of current officers of each certified Civic Association shall be submitted to the chairperson no later than the end of each calendar year. The designated representative and alternate representative shall reside in NPU-A and attend all meetings of the Executive Committee. In the event of two (2) absences in a calendar year, the Civic Association will be requested to replace its representative(s). A list of Civic Associations will be kept by the Recording Secretary.

ARTICLE VII AMENDMENTS:

SECTION 1: The bylaws may be amended at any meeting of NPU-A by a majority of those present after notice that amendments to the bylaws will be considered. All amendments to the bylaws will be effective on January 1 of the year after approval unless specified otherwise in the resolution approving an amendment.

SECTION 2: The bylaws, as approved, shall be submitted to the Bureau of Planning on or before September 30 of each year.

ARTICLE VIII POLITICAL FORUMS:

In accordance with Part III, Section 6-3019 of the City Code of Ordinances, NPU-A meetings shall not be used as political forums or campaigning for City, county, state or federal elections.

ARTICLE IX ORDINANCES CONTROL:

In accordance with Part III, Section 6-3016(a) of the City's Code of Ordinances, Sections 6-3011 through 6-3019 of the City's Code of Ordinances are attached hereto and shall control these bylaws.

City of Atlanta
Code of Ordinances
Part III, Part 6, Article B

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.

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.

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.

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.

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.

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.

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.

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.

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.