

Neighborhood Planning Unit-H (NPU-H) Bylaws 2026

ARTICLE I. NAME

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

ARTICLE II. OBJECTIVE

The objective of this organization shall be to advise the City of Atlanta, including the Mayor, City Council, and any City Agency, of matters affecting the quality of life within the neighborhoods of NPU-H, the city budget, and budget items related to neighborhood improvement, the development and preparation of the 5th and 15th year comprehensive development plans, and perform any other task that is currently or may in the future be authorized under City of Atlanta Code Section 6-3013.

ARTICLE III. MEMBERS

Section 1. Classification/Qualification

A. Members shall be any person 18 years of age or older whose primary place of residence is within the NPU-H designated area or a representative of any corporation, organization, institution, or agency that owns property or has a place of business or profession within the NPU-H designated area. (*Interstate-285, bridge before Cascade Road - Fairburn-Mays/Fairburn Road, Mays Drive, Ginnis Road Area, Donald L. Hollowell Parkway & Bolton Road area, and Fulton Industrial Boulevard*).

B. Youth under the age of 18 years who reside in the NPU-H area shall be encouraged to participate in activities conducted by NPU-H, but cannot hold office and have no voting rights.

Section 2. Proof of Eligibility for Membership

A. Residents shall show a Georgia Driver's License, State of Georgia Identification Card, Voter Registration Card, utility bill, or other appropriate state-sanctioned identification as proof of residence when requested.

B. Representatives shall confirm their affiliation with proof of property located within the NPU-H designated area or with a letter of introduction from the corporation, organization, institution, or agency that has a place of business or profession in the NPU-H designated area.

ARTICLE IV. MEETINGS

Section 1.

NPU-H shall meet every 3rd Tuesday of each month, except December (due to our Transitional Meeting in December). No new business is transacted in December.

Section 2.

The calendar for NPU-H monthly meetings shall be planned in January and presented to the membership at the February NPU-H monthly meeting.

Section 3.

The monthly meeting may be changed or postponed by the NPU-H Chairperson in the event of an emergency, after consulting with the City of Atlanta Department of Planning. When canceled, the meeting should be rescheduled for the following Tuesday.

Section 4.

The NPU membership, elected or appointed board members, and the communities they represent shall be authorized to meet by telephone conference or through other electronic communication media, so long as all the members participating may simultaneously hear each other and participate during the meeting.

Section 5.

If the Chairperson, Vice Chairperson, Vice Chairperson of Quality of Life, Vice Chairperson of Development, Vice Chairperson of Public Policy, Vice Chairperson of Education, Vice Chairperson of Marketing & Communications, are absent from a regularly scheduled monthly meeting, the Secretary shall preside over the election of a Chairperson Pro Tem (temporary). In the secretary's absence, any other officer can call the meeting to order and have the assembly elect a Chairperson Pro Tem. The Chairperson Pro Tem shall preside over the meeting for the duration of the meeting or until the Chairperson or Vice-Chairperson arrives at the meeting. The Chairperson Pro Tem shall be the presiding officer for the one meeting and shall not assume any other duties of an officer. The Chairperson Pro Tem shall serve as presiding officer only for the meeting for which he/she was elected.

Section 6.

A transitional meeting for the old and new officers shall be held on the 3rd Tuesday in the month of December, following the November election. The Chairperson, Recording

Secretary, Treasurer, and all other Executive Board members must attend the meeting and present an end-of-the-year report.

All documents, including online logins, financial and monetary records, meeting minutes, and committee reports, must be transferred to the appropriate officer. Any ongoing NPU-H business issues must be shared or transferred to the newly elected officers, appointed officers, and committee chairs. The end-of-year reports must be presented at the transitional meeting, where they should be reviewed for concerns, the upcoming calendar of community events, and city government issues.

Whether or not there are changes in officers, the reports must be reviewed.

Section 7. Quorum

A quorum of fifteen (15) members must be present to transact official business of NPU-H.

Section 8. Voting

All eligible members shall have one (1) vote. Proxy voting shall not be allowed.

ARTICLE V. OFFICERS

Section 1. Elected Officers

The elected officers of this organization shall be the Chairperson, Vice Chairperson, Vice Chairperson of Quality of Life, Vice Chairperson of Development, Vice Chairperson of Public Policy, Vice Chairperson of Marketing & Communications, Recording Secretary, Assistant Recording Secretary, Treasurer, and License Review Board Representative.

Section 2. Appointed Officers

The appointed officers shall be the Parliamentarian, the Audit Committee, and the Delegate to the Atlanta Planning Advisory Board (APAB).

Section 3. Qualifications to hold office

- A. All officers shall be eighteen (18) years of age or older.
- B. All officers shall be members who reside within the NPU-H designated area.
- C. To be eligible to hold an office, a member must have attended at least six (6) meetings within the last twelve (12) months from November to October.
- D. Candidates must show an interest in the office sought by being present to answer questions before the voting process. Candidates to be elected as an NPU-H officer must be present at the November meeting when the election is held.

Section 4. Election of Officers

Election of officers shall be held at the November NPU-H monthly meeting.

A. Voting shall be done by secret ballot, conducted by the NPU/Citizen Participation Coordinator or a representative from the City of Atlanta Office of Planning.

B. Officers shall be elected by majority vote of eligible members present and voting.

C. Eligible voting members are NPU-H members who have attended (3) three monthly meetings within the last (12) months before the election, from November to October.

Section 5. Nominating Committee

A. The Nominating Committee shall be elected by the membership at the September meeting.

B. The Nominating Committee shall consist of five (5) members.

C. The Chairperson of the Nominating Committee shall be chosen among its members at the September meeting or at the first meeting of the committee. NPU-H Chairperson shall provide to the Nominating Committee a copy of the Bylaws, Election Procedures, and Duties of the Nominating Committee.

E. Members elected to serve on the Nominating Committee may not serve consecutive years.

F. Current elected officers cannot be members of the Nominating Committee.

G. Members of the Nominating Committee must have attended at least four (4) general meetings of NPU-H within the last twelve (12) months before September. (September to October).

H. The Nominating Committee shall consider all eligible members for office and present a slate at the October meeting. Following the report of the nominating committee, additional eligible nominations may be made from the floor at the October meeting and added to the ballot for the November election.

I. No nominations from the floor shall be made during the November election meeting.

Section 6. Term of Office

A. The Chairperson, Vice Chairpersons, Recording Secretary, Assistant Recording Secretary, Treasurer, and License Review Board Representative shall serve for no more than four (4) one-year terms and shall not succeed themselves after serving four (4) consecutive years in the same position. Following four (4) consecutive years in office, an individual shall be required to observe a one-year hiatus before becoming eligible to seek said office.

B. All officers shall assume their respective offices in January following the November elections.

Section 7. Vacancies

- A. If a vacancy in the office of the Chairperson occurs, the Vice Chairperson shall assume the office through the end of the term, if the vacancy occurs no earlier than September. If the vacancy occurs before September, the Vice Chairperson of Public Service shall serve until a special election for Chairperson is held within two months after the vacancy occurs. A special election is called for by the Recording Secretary to elect a new Chairperson to complete the remainder of the term. The election shall be conducted as follows:
- (1) Nominations for the position of chairperson shall be made from the floor.
 - (2) Voting shall be done by secret ballot—this is to be done in person or by some electronic mechanism conducted by the NPU/Citizen Participation Coordinator or by a representative of the City of Atlanta’s Bureau of Planning.
 - (3) The chairperson shall be elected by majority vote of eligible members present and voting.
 - (4) Eligible Voters are NPU-H members who have attended three (3) monthly meetings within the last twelve (12) months before the election, from November to October.
 - (5) If a vacancy in the offices of Vice Chairperson(s), Treasurer, and License Review Board Representative occurs, the Executive Committee shall appoint an eligible member to serve in such capacity for the remainder of the unexpired term.
 - (6) The officer in question shall be notified in writing, by email or text message, of the petition for removal at least ten (10) days before the vote.
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Section 8. Removal from Office

Officers may be removed from office in the following ways:

- A. After missing three consecutive NPU-H monthly meetings without notifying the presiding Chairperson, a letter of notification will be sent by the Chairperson of the intent to remove said officer. When the fourth (4th) consecutive meeting is missed with or without notification, the office is considered vacant.
 - B. An officer may resign their office by submitting a letter to the Chairperson, indicating their desire to vacate their position. In case the Chairperson resigns, the letter should be sent to the Vice Chairperson of Public Service.
 - C. A petition signed by fifteen (15) NPU-H members requesting the removal of an officer shall be submitted to the remaining officers and the NPU-H body at its regularly scheduled monthly meeting and voted upon by the body at the next regularly scheduled monthly meeting. The officer in question shall be notified in writing, by email, or text message of the petition for removal at least ten (10) days before the vote. The membership will be notified at least three (3) days before the date of voting that a petition of removal will be on the agenda.
 - D. Removal from office by Petition requires a two-thirds vote of the eligible members present at the meeting.
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ARTICLE VI. DUTIES OF OFFICERS

Section 1. The Chairperson shall:

- A. Preside at all NPU-H meetings and conduct the same, consistent with these Bylaws and the Roberts Rule of Order.
 - B. Preside at all Executive Committee meetings of the officers of NPU-H.
 - C. Call special meetings when necessary.
 - D. Serve as official spokesperson to present the majority position of members of NPU-H.
 - E. Serve as ex officio member of all committees, except the Nominating Committee.
 - F. Serve or appoint a delegate to the Atlanta Planning Advisory Board (APAB).
 - G. Appoint the NPU-H Parliamentarian and the Audit Committee at the first meeting in January.
 - H. Appoint a vice chairperson to preside and/or assume the role of chairperson in their absence. If the Chairperson does not appoint any Vice Chairperson to serve in their absence, the Vice Chairperson shall serve in the absence of the Chairperson.
 - I. Appoint Ad Hoc Committees with consultation and approval of the Executive Committee.
 - J. Represent NPU-H at City and other governmental functions and on civic organizational boards.
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Section 2. The Offices of Vice Chairpersons:

A. Vice Chairperson shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Chairperson.
- (2) Represent the Chairperson upon request by the Chairperson.
- (3) Monitor the activities of the NPU-H Committees on Neighborhood Clubs.
- (4) Perform other NPU-H tasks as designated by the Chairperson.

B. Vice Chairperson of Public Policy shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Vice Chairperson.
- (2) Represent the Chairperson upon request of the Chairperson.
- (3) Review, inform, and make recommendations and/or advise NPU-H on Federal legislation, State, County, and city ordinances, codes, policies, laws, and variances that affect the residents of NPU-H.
- (4) Represent NPU-H on Policy and Legislative Matters that the NPU-H has taken a position on or resolution by consent vote.
- (5) Monitor legislative activities of the City Council and report to NPU-H membership.

C. Vice Chairperson of Quality of Life shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Vice Chairperson of Public Policy.
- (2) Represent the Chairperson upon request by the Chairperson.
- (3) Monitor the activities of the NPU-H Committees on Safety, Public Works (streets cleaning, middle planters, bulk pick up), ATL 311, and Code Enforcement.
- (4) Monitor the activities of the NPU-H Committees on Health, Transportation, Utilities, Office of Sustainability and Resiliency, the City of Atlanta's Climate Resilience Board, Utilities Committee, Reparations Committee, etc.
- (5) Perform other NPU-H tasks as designated by the Chairperson.

D. Vice Chairperson of Development shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Vice Chairperson of Quality of Life.
- (2) Represent the Chairperson upon request of the Chairperson.
- (3) Monitor the activities of the NPU-H Committees on Community Development, Zoning, City Planning Department, Infrastructure, City Zoning Review Board, and Board of Zoning Adjustments.
- (4) Perform other NPU-H tasks as designated by the Chairperson.

E. Vice Chairperson of Environment shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Vice Chairperson of Development.
- (2) Represent the Chairperson upon request of the Chairperson.
- (3) Monitor the activities of the NPU-H committees on Beautification, Parks and Recreation, Health and Wellness, and Environmental Preservation (Air Quality Monitoring, Water Testing, Forest Conservation).
- (4) Perform other NPU-H tasks as designated by the Chairperson.

F. Vice Chairperson of Education shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson.
- (2) Represent the Chairperson upon request of the Chairperson.
- (3) Monitor the activities of and communicate with the school's PTAs, alumni associations, school staff, and administration, as well as the local government representatives of school boards.
- (3) Monitor the activities of the NPU-H committees on Historic Preservation and Historical Sites.
- (4) Perform other tasks as designated by the Chairperson.

G. Vice Chairperson of Marketing & Communications shall:

- (1) Preside at NPU-H meetings upon request of the Chairperson and in the absence of the Vice Chairperson of Public Policy.
 - (2) Represent the Chairperson upon request of the Chairperson.
 - (3) Maintaining and updating NPU-H websites and social media platforms, ex. Facebook, Instagram, X/Twitter etc.
 - (4) Create a weekly/bi-weekly newsletter for NPU-H. Create marketing materials for NPU-H and attend other NPU's to market the activities of the NPU-H.
 - (5) Report the activities of the NPU-H committee on Marketing and Communications.
 - (6) Perform other NPU-H tasks as designated by the Chairperson.
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Section 3. The Recording Secretary shall:

- A. Record the minutes at each NPU-H monthly meeting and present the minutes at the following NPU-H monthly meeting for corrections and approval by the assembly. The minutes shall be in typed form and made available to each member at the start of the meeting.
 - B. Keep an accurately typed record of minutes of all proceedings of the NPU-H monthly meetings.
 - C. Assist with correspondence upon request by the Chairperson or Vice-Chairpersons.
 - D. Edit and correct the minutes as requested.
 - E. Submitting the minutes to the Chairperson at least one week before the next month's meeting.
 - F. Allow an AI (Artificial Intelligence) transcriber to capture notes from meetings and also ensure the notes are captured correctly.
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Section 4. The Assistant Recording Secretary shall:

- A. Perform the duties of Recording Secretary when he or she is absent.
 - B. Keep membership attendance records and provide the Parliamentarian record for voting quorum.
 - C. Update and maintain mailing, email, and calling post lists on behalf of the organization.
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Section 5. The Treasurer shall:

- A. Maintain a full and accurate account of all funds, receipts, and disbursements of NPU-H. The treasurer receives and disburses all monies in accordance with the Bylaws. This also pertains to monies/capital resources given to NPU-H as a grant. If a grant is presented, he/she shall cooperate with the third party to the extent necessary to ensure the integrity

and accountability of the grant funds.

- B. Provide a written financial statement at each meeting of the general membership and Executive Committee meetings or other times as required.
 - C. Present an annual financial report of all finances to the membership at the November meeting.
 - D. Serve as chairperson of the budget committee.
 - E. All checks shall be signed by the Chairperson or Vice Chairperson and Treasurer of NPU-H.
 - F. Obtain an annual audit of financial records in December of each year, completed by NPU-H's Audit Committee.
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Section 6. License Review Board Representative shall:

- A. Serve as the representative of the NPU-H at the License Review Board meetings.
 - B. Serve as a member of the NPU-H Public Service Committee.
 - C. Provide a typed report to the NPU-H membership of licensing requests reviewed by the City License Review Board for applicants in NPU-H.
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Section 7. The Audit Committee shall:

- A. Audit NPU-H books before the December transitional meeting.
 - B. Submit a written report to the members of NPU-H at the regularly scheduled NPU-H meeting in January.
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Section 8. The Parliamentarian shall:

- A. Advise the presiding officer on points of Parliamentary procedure.
 - B. Ensure that all new members have access to a copy of the Bylaws by the February meeting. (electronic or hard copies).
 - C. Serve on the Bylaws Committee.
 - D. Ensure the distribution to the membership of any revisions of the Bylaws.
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ARTICLE VII. EXECUTIVE BOARD & EXECUTIVE COMMITTEE

Section 1. Executive Board Composition

The Executive Board is composed of the elected and appointed officers, Committee Chairpersons, Parliamentarian, and the immediate past Chairperson of the NPU-H (provided that the immediate past Chairperson has met the attendance requirements). The Executive Board shall meet the week prior to the general meeting. Additional meetings may be called by the Chairperson or at the request of a quorum of the Executive Board membership. A quorum for the Executive Board meeting shall be four (4) members present.

Duties of the Executive Board shall assist NPU-H in formulating policies and recommendations as set forth in the duties and definition of the Committees in Article IX of the bylaws.

Section 2. Executive Committee

The Executive Committee is comprised of the elected officers, parliamentarian, and the immediate past chairperson (provided that the immediate past Chairperson has met the attendance requirements).

Duties shall be:

- A. To appoint standing committee chairpersons.
 - B. To oversee and approve the work of the committees.
 - C. To develop policy and procedures.
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ARTICLE VIII. COMMITTEES

Section 1. Composition

The standing committees of NPU-H shall be:
Public Policy, Quality of Life, Development, Environment, Education, and Marketing and Communications.

Section 2. Duties

The standing committees are responsible for submitting typed or written reports of their activities to the NPU-H membership and to the Executive Board each month.

A. Public Policy Committee

The Public Policy Committee shall monitor, evaluate, and make recommendations on legislative, governmental, and policy matters that affect NPU-H at the local, state, and federal levels. The Committee shall:

Legislative and Governmental Oversight

1. Monitor actions of the Atlanta City Council, including proposed legislation, committee agendas, and appointments to top city positions, boards, and commissions.
2. Track and evaluate matters appearing on the agendas of Atlanta City Council Committees, with particular emphasis on those impacting NPU-H.
3. Monitor relevant State and Federal legislation, policies, and initiatives that may affect the residents, infrastructure, or governance of NPU-H.
4. Bring to the attention of the Executive Committee and general membership any legislative or governmental issues of concern to the neighborhood.
5. Make recommendations to the Executive Committee for appropriate action in response to legislative developments or policy changes.

B. Finance & Budget Committee

The Finance and Budget Committee shall monitor financial matters affecting NPU-H and oversee the responsible management of its funds and budget allocations. The Committee shall:

1. Monitor matters related to the City of Atlanta's budget and financial issues, including those appearing on the agendas of the Atlanta City Council's Finance/Executive Committee.
2. Identify and report financial concerns or developments to the Executive Committee of NPU-H, and recommend appropriate actions.
3. Oversee the handling of NPU-H funds, including budget allocations, expenditures, and financial reporting, ensuring transparency and fiscal responsibility.

C. Development Committee

The Development Committee shall monitor, evaluate, and make recommendations on matters related to land use, zoning, code enforcement, urban planning, and community development within NPU-H. The Committee shall:

1. Monitor Code and Zoning enforcement policies as established by the City of Atlanta, and report violations within NPU-H to the Executive Committee, NPU-H membership, ATL-311, and the appropriate City enforcement offices.

2. Review and evaluate activities related to the City’s Comprehensive Development Plan, Community Development Block Grant Program, Capital Improvements Plan, and other relevant planning initiatives.
3. Ensure that all projects submitted by NPU-H are consistent with the goals and objectives outlined in these programs, and assess projects submitted by other Neighborhood Planning Units for potential impact on NPU-H.

D. Quality of Life Committee

The Public Services & Safety Committee shall monitor, evaluate, and make recommendations on matters related to law enforcement, emergency services, transportation, sanitation, education, and public infrastructure that impact the safety and quality of life in NPU-H. The Committee shall:

Public Safety and Emergency Services

1. Monitor and evaluate police services, fire services, corrections, and law department activities affecting NPU-H.
2. Review issues related to license review boards and other public safety concerns, and report matters of neighborhood impact to the Executive Committee.

Transportation, Infrastructure, and Utilities

3. Monitor sanitation services, city streets, sewer systems, and utility-related infrastructure within NPU-H.
4. Track and evaluate matters appearing on the agendas of the Atlanta City Council’s Utilities and Transportation Committees, with particular emphasis on issues affecting NPU-H.
5. Monitor issues related to airports, MARTA, traffic and street conditions, bicycle and scooter access, pedestrian pathways, and taxi services.
6. Monitor and consider actions by public or private entities that may adversely affect the environment, health, or livability of the neighborhood, and recommend appropriate responses to the Executive Committee.
7. Collaborate with City departments, service providers, and community organizations to address infrastructure and public safety concerns.

E. Mary Palmer of Education Committee

The Mary Palmer Committee on Education shall monitor, promote equitable access to educational resources, empower lifelong learning, and support youth

development through strategic partnerships, community engagement, and advocacy for inclusive programming across NPU-H. The committee shall:

1. Monitor matters related to academic education and technical training available to residents of NPU-H.
2. Serve as a liaison for communications and operational updates regarding local schools and educational institutions.
3. Operate as and be named after the 2021 Chair of Education, Mrs. Mary Palmer, as the Mary Palmer Committee on Education in NPU-H, honoring her legacy and commitment to educational advocacy.

Historic and Cultural Preservation

4. Collaborate with the City of Atlanta Historic Preservation Office, Office of Planning, Fulton County Tax Commission, Atlanta Public Schools Alumni Association, Georgia Historical Society, and other relevant entities to support historic preservation efforts.
5. Preserve the architectural character, residential ownership, and cultural legacy of homes and facilities in NPU-H.
6. Maintain historical records, photographs, oral histories, and other archival materials that document and honor the legacy of NPU-H communities.

F. Environment Committee

The Environment Committee shall monitor, promote, and support environmental health, beautification, historic preservation, and the stewardship of public spaces within NPU-H. The Committee shall:

Beautification and Community Appearance

1. Monitor the appearance, maintenance, and environmental quality of residential, business, and open spaces throughout NPU-H.
2. Promote beautification initiatives in collaboration with City services, nonprofit organizations, and private entities to enhance the visual and physical environment of the community.
3. Identify and report appearance-related concerns to the Executive Committee of NPU-H, and recommend appropriate actions.

Environmental Health and Sustainability

4. Work with community organizations to monitor, investigate, and address matters related to the health of residents and environmental conditions within NPU-H.
5. Report environmental health concerns to the Executive Committee and recommend appropriate actions for resolution.

Parks, Recreation, and Historical Sites

9. Monitor the upkeep and funding allocations for parks, recreation centers, gardens, green spaces, and historical sites within NPU-H.
10. Partner with community organizations and City departments to maintain and improve these public spaces for the benefit of NPU-H residents.

G. Marketing & Communication Committee

The Marketing and Communication Committee shall manage internal and external communications for NPU-H, ensuring timely, accurate, and accessible information is shared with members and the broader community. The Committee shall:

Information Distribution

1. Provide information to NPU-H members through email, social media, and mail correspondence.
2. Share announcements from Political Officers, elected officials, community representatives, and other relevant sources.
3. Promote community events, resources, and special announcements that support engagement and awareness within NPU-H.

Digital and Data Management

4. Operate and maintain the official NPU-H website, ensuring content is current, relevant, and reflective of community priorities.
5. Collaborate with the Recording Secretary and Assistant Recording Secretary to create and maintain accurate member data for effective communication and outreach.

ARTICLE IX. SPECIAL COMMITTEES

Section 1.

Special committees shall be appointed as necessary by the Executive Board.

Section 2.

Special committees shall perform the duties as prescribed by the Executive Board.

ARTICLE X. PROHIBITION OF POLITICAL FORUMS

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

(All announcements from political officers shall be placed in the newsletter.)

Candidates for public office shall not be allowed to speak about their races or their candidacy for a position or disseminate political information within the space in which the NPU meeting is held.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The most recent version of Robert's Rules of Order shall govern the operation of NPU-H. If there are any provisions in Robert's Rules of Order in conflict with these bylaws, the provisions in these bylaws shall take precedence.

This organization shall also be subject to the provisions in the City of Atlanta Ordinance Code Sections 6-3011 through 6-3019, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

ARTICLE XII. AMENDMENT OF BYLAWS

Section 1. Appointment of Bylaws Committee

The Bylaws committee shall be appointed at the April meeting by the chairperson and shall serve until December 31st of the current year.

Section 2. Membership Recommendation

The membership shall submit all amendment recommendations to the Bylaws Committee by the July meeting.

Section 3. Presentation of Recommendations

The Bylaws committee shall present amendment recommendations at the August meeting.

Section 4. Vote on Bylaws

The Bylaws shall be amended by a majority of members present and voting at the September meeting.

Section 5. Submission of Approved Bylaws

The most recent set of the approved Bylaws shall be submitted to the City of Atlanta Bureau of Planning no later than September 30th.

Section 6. Effective Date of Bylaws

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

ARTICLE XIII. NPU-H FUNCTIONS, POWER, AND DUTIES

Section 1.

The NPU-H shall recommend an action, a policy, or a Comprehensive Plan to any city Agency on any matter affecting the quality of life within its neighborhoods.

The recommendations can include, but are not limited to, land use, zoning, community facilities, social and recreational programs, traffic and transportation, environmental quality, open space, and parks.

The committee shall assist agencies and departments of the City of Atlanta in determining priorities for the neighborhood. It shall also review items for inclusion in the city budget for the City of Atlanta and make recommendations relating to budget items for neighborhood improvements.

Section 2.

The NPU-H is a vehicle for residents in our designated area to receive information concerning all functions of the City of Atlanta government.

The NPU-H's monthly meetings enable citizens to express their ideas and comments on City of Atlanta plans and proposals while assisting the City of Atlanta in developing plans that best meet the needs of our neighborhoods.

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

ARTICLE XIV. PLANNING COMMITTEE

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, 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, 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 5-year and 15-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 no less than one public hearing for each study area before 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, including 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 the 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 NPU shall not be accepted by the council until the NPU 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 has not been held by November 30, said election(s) shall be conducted by the Bureau of Planning during 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)