

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34

ARTICLE I. GENERAL

1.1 These by-laws serve the organization Neighborhood Planning Unit I, (hereinafter referred to as “NPU-I”) to define the authority and responsibilities of NPUI.

The City of Atlanta is divided into twenty-five Neighborhood Planning Units or NPUs, which are citizen advisory councils that make recommendations to the Mayor and City Council on zoning, land use, and other planning issues. The NPU system was established in 1974 to provide an opportunity for citizens to participate actively in the Comprehensive Development Plan, which is the city's vision for the next five, ten, and fifteen years. It is also used as a way for citizens to receive information concerning all functions of city government. The system enables citizens to express ideas and comment on city plans and proposals while assisting the city in developing plans that best meet the needs of their communities.

ARTICLE II. MEMBERSHIP

2.1 Any person 18 years of age or older whose primary place of residence is within NPU-I, who operates, represents a corporation, organization, institution, or agency that owns property or has a place of business or profession within NPU-I is eligible for membership in NPU-I.

ARTICLE III. MEETINGS

3.1 MEETINGS. The NPU shall meet in regular session on the 3rd Wednesday of each month at 6:00p.m, except for July and December when no NPU-I General Meeting will be held without special call. Meetings may be conducted virtually, telephonically, or in person. Eligible members can participate in the meetings. The meeting date may be changed at any time by the body at a regularly constituted meeting.

In addition, NPU-I shall meet in November of each calendar year for the principal purpose of elections.

All NPU-I meetings, Executive Committee, and Subcommittees shall be open to the members of NPU-I and notice of such meetings shall be publicized. In situations where City of Atlanta deadlines require that a decision be made by NPU-I, on matters that fall between NPU-I monthly meetings, the Executive Committee shall be authorized to take a vote of the Committee via telephone conference call or other electronic means, as the Chairperson may designate.

Code of Conduct, meeting norms include the following behaviors:

Respect the dignity of all people by:

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

- 1 ● Recognizing and upholding the allotted time-period to speak.
- 2 ● Raising your hand for recognition to speak.
- 3 ● Stating concise and brief comments and/or questions without bias and
- 4 personalization.
- 5 ● Accepting the fact that all people may not be recognized for every agenda item.
- 6 ● Reserving the chatroom for constructive statements for relevant topics, contact
- 7 information, and constructive pertinent on-topic commentary.
- 8

9 **3.2 QUORUM.** A minimum of ten (10) members must be present at a meeting
10 conducted virtually, telephonically, or in person for NPU-I to be a quorum to conduct
11 official business.

12 **3.3 AGENDA.** The agenda for the meeting will be determined by the Chairperson in
13 consultation with the Executive Committee and the City of Atlanta Neighborhood Planning
14 Coordinator. The agenda shall be distributed to NPU-I members by the Bureau of Planning prior
15 to each meeting. (AGENDA NOTICE REQUIRED).

16 **3.4 SPECIAL MEETINGS.** The Chairperson may call special meetings to deal with
17 matters of dire need to the neighborhoods, and or the NPU-I. The Special Meeting
18 purpose shall be stated in the meeting notice, and the NPU-I will provide at least a five
19 (5) day notice prior to the date of the meeting.

20 **3.5 PROCEDURES AND RULES.** The procedures and rules governing all meetings of the
21 NPU-I shall be those prescribed by the current edition of Robert’s Rules of Order. For
22 clarification of Robert’s Rules of Order that “majority vote...means more than half of the votes
23 cast by persons legally entitled to vote excluding blanks or abstentions”, abstentions are not
24 counted in the total count of votes cast and in calculating a majority.

25 **3.6 PUBLIC ACCESS.** All meetings of the NPU-I and its committees shall be open to
26 the public and NPU membership.

ARTICLE IV. VOTING PROCEDURES

29 **4.1 LIMITATIONS.** Each member of NPU-I present and eligible to vote, shall have only one
30 vote, who is 18 years of age or older. Each resident, as defined in Article II Membership, shall
31 have one vote in person, virtually or telephonically provided that no more than one person shall
32 cast such a vote on the same virtual or telephonic device at the same time.

33 Corporations, organizations, institutions, agencies, businesses, or professionals shall by letter
34 of appointment designate one person as voting representative. That Designee shall have one
35 vote to be cast in person, virtually or telephonically.

36 Corporations, organizations, institutions, agencies, businesses, or professionals owning more
37 than one piece of property or having more than one office or place of business or profession

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 within NPU-I shall have only one vote which shall represent the primary property, office, or place
2 of business or profession in NPU-I.

3 Any resident, as defined in Article II Membership desiring to vote at an NPU-I BYLAWS
4 meeting shall sign in on an official sign-in sheet or virtual meeting registration. He/she
5 shall list his/her address and present reasonable proof of residency. The Chairperson
6 of NPU-I {or his/her designee} shall have final discretion in determining if "reasonable
7 proof of residency has been presented for qualification as a voter.

8 The Designee of the corporation, organization, institution, agency, business, or
9 professional shall sign in on the official sign-in sheet and shall present proof of location
10 within NPU-I in the form of a copy of utility bill(s), business or professional license, bank
11 statement, or insurance policy. After validating a registration, the Designee shall be
12 provided with an appropriate voter's card to vote for in person meetings. An authorized
13 access code to vote shall be provided for meetings conducted virtually or telephonically.
14 Only one voting card or access code shall be issued to any one person per household
15 corporation, organization, institution, agency, business, or professional within NPU-I.

16 **4.2 CONFLICT OF INTEREST:** Any member, officer, or subcommittee chairperson must
17 make a full disclosure of any direct financial interest before NPU-I begins discussion of
18 a matter for voting. They are not eligible to vote on the issue.

19 **4.3 ELIGIBILITY TO VOTE.**

20 **NPU-I BUSINESS MATTERS:** Members are eligible to cast a vote on matters of voting
21 in-person, virtually, or telephonically.

22 **VOTING ON NPU-I BY-LAWS:** The By-laws shall be presented for vote during the
23 September General Meeting, and all members present are eligible to vote. If the Bylaws
24 are shifted to another day, all attendees at the September meeting are eligible to vote,
25 and the bylaws will be shared with members.

26 **ANNUAL ELECTIONS:** Each member in attendance shall be eligible to vote on all
27 matters including the election of officers.
28

29 **4.4 OFFICIAL ATTENDANCE RECORDS:** The attendance records shall be maintained
30 by the 1st Vice Chair and the 2nd Vice Chair in consultation with the Neighborhood
31 Planning Coordinator and shall be the official basis for the determination of which
32 members shall be eligible to vote or hold office in NPU-I.

33

34

35

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

ARTICLE V. VOTING PROCEDURES

5.1 FUNCTIONS, POWERS, AND DUTIES. NPU-I may recommend to the City or to any City Department or official any action, any plan, or any policy 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 spaces, and parks. NPU-I may also assist city agencies in determining priority needs for the neighborhood and may review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement.

OFFICERS: The Officers of NPU-I shall consist of the following:

Chairperson shall:

- a) Assign local issues to representatives of appropriate neighborhoods. In matters that might impact another neighborhood or NPU, the Chairperson and the representative of the primary neighborhood shall determine who else should be notified.
- b) Prepare an agenda and submit it to the designated office of the Department of City Planning (DPCD).
- c) Call the regular meetings of NPU-I to order and conduct the meeting proceedings in accordance with bylaws.
- d) Accept requests for and recommend creation of subcommittees to the Executive Committee; make appointments of an Executive Committee member or Officer of an affected neighborhood to serve as chairperson of any subcommittees which are established by the Executive Committee. A majority vote of the representatives in attendance at a meeting is required to establish a subcommittee and approve the subcommittee's chairman.

1st Vice-Chairperson shall:

- a) Work very closely with the Chair on all matters pertaining to NPU-I.
- b) Work with the Membership Committee to bring in new members.
- c) Maintains the attendance records in consultation with the Neighborhood Planning Coordinator and shall be the official basis for the determination of which members are eligible to vote.
- d) Perform the Chairperson's responsibilities if the Chairperson is unable to perform them.

2nd Vice-Chair shall:

- a) Work closely with the Chair and 1st Vice Chairperson to stay abreast of all NPU-I matters.
- b) Work with NPU-I Operations to ensure that the Communication/Information process fully reaches out to all NPU-I Communities; and oversee the NPU-I Committees, working with the Chair.
- c) Work with the 1st Vice Chair on the attendance records with the Neighborhood Planning Coordinator and shall be the official basis for the determination of which members are eligible to vote.
- d) Perform the Vice-chair's responsibilities and the Chair's responsibilities if either are unable to perform them.

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 **Treasurer shall:**

- 2 a. Monitor matters that appear on the agendas of the Atlanta City Council’s
3 Finance/Executive Committee and bring to the attention of the Executive Committee
4 of NPU-I any issues that are of concern to our neighborhood.
5 b) Oversee the handling of NPU-I funds and Budget Allocations.
6 c) Work with the NPU-I Executive Committee to ensure that Grant opportunities
7 receive NPU-I-wide notification and response. Will work with the Economic
8 Development Committee and other Committees in support of the NPU-I strategic
9 initiatives.

10 **The Parliamentarian shall:**

- 11 a. Be versed in Robert’s Rules of Order.
12 b. Assist the chair in maintaining proper parliamentary procedures in meetings.
13 c. Apprise NPU-I that Robert’s Rules of Order is recognized as the proper parliamentary
14 procedures for conducting the business in NPU-I.
15

16 **The Sergeant at Arms (Parliamentarian II) shall:**

- 17 a. Assist the parliamentarian in the execution of their responsibilities.
18 b. Perform the duties of the Parliamentarian in their absence.
19 c. Oversee proper etiquette of the overall meeting.
20 d. Maintain the time requirements for communication to ensure that all the agenda items
21 are supported.

22 **The Secretary shall:**

- 23 a) Maintain a written record of proceedings at meetings and ensure information is
24 submitted timely to the chair and the city.
25 b) Work with the 2nd Vice Chair to ensure that the meeting announcements are
26 up-to date and implemented in a timely way to support the General Meeting.
27 c). Provides support to the NPU-I General Meeting.

28 **The Assistant Secretary shall**

- 29 a. Serve in the capacity of secretary during an absence, or as needed.
30 b) Maintain a written record of proceedings at regular meetings.
31 c) Maintain an attendance record of representatives at regular meetings.
32 d) Manage the Chatroom Message (send Chatroom email to attendees).
33

ARTICLE VI. ELECTION OF OFFICERS

34 The election of a slate of officers shall be held at the October Meeting of the Association
35 upon recommendation of an Ad Hoc Nominating Committee of the Association
36 appointed by the NPU-I Chairperson.

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 **6.1 TERM OF OFFICE.** The terms of service for officers shall be two (2) years. Persons
2 serving the first term must be reaffirmed. Any officer of NPU-I may serve up to two (2)
3 terms consecutively. After an officer has served two (2) consecutive terms, that officer
4 **shall not** be eligible to serve in that same position until after one (1) year has lapsed
5 from the maximum terms served in that position. After one (1) year, a person may be
6 eligible to serve in any position, up to two (2) consecutive terms.

7 Persons serving the first term must be re-affirmed during their second year of the first
8 term of service. After the first term they are eligible to serve a second term if elected by
9 the body.

10 **6.2 RESIGNATION.** Upon the submission of a resignation a replacement can be
11 appointed when there are more than six months of service left. If a person resigns within
12 the first three months, an election will be held to replace the individuals.

13 **6.3 VACANCIES AND REMOVAL.** An officer's position shall become vacant upon the
14 death of an officer, incapacity to serve, written resignation, failure to continue to meet
15 the NPU membership requirements; or removal by the NPU due to conflict of interest,
16 unlawfulness or failure to comply with rules. The Chairperson will make appointments
17 to fill unexpired terms of officers unless an election is required.

18 **ARTICLE VII. ELIGIBILITY TO HOLD OFFICE**

19 **7.1 ELIGIBILITY TO HOLD OFFICE IN THE NPU:** No person shall be eligible to vote
20 in the election for NPU-I officers; to be elected to officer status or appointed as a chair
21 of a Committee who does not meet the eligibility requirements outlined in Article IV, 4.3.:
22 **ANNUAL ELECTIONS.**

23 **ARTICLE VIII NPU-I COMMITTEES**

24 **8.1 NPU-I SHALL HAVE STANDING COMMITTEES TO FULFILL THE PURPOSES OF THE NPU IN**
25 **COORDINATION WITH THE APPROPRIATE MUNICIPAL, STATE, AND FEDERAL AGENCIES.**

26 All Committee chairs shall be appointed by the NPU Chairperson and serve at his/her
27 discretion. The Chair may appoint ad hoc committees for specific tasks over limited
28 periods of time, not to exceed past the calendar year in which it was constituted. The
29 Board may also direct the Chair to appoint an ad hoc committee.

30 Each Subcommittee shall meet regularly. All members of NPU-I shall be eligible for
31 membership of any Subcommittee. Each civic and business association will be asked
32 to designate one person to each Subcommittee as its official representative. There is
33 no limit to the number of committee members. The Standing committees shall be:

34

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 **8.1.1. EXECUTIVE COMMITTEE:** The membership of the Executive Committee shall
2 consist of the:

- 3 1. Chairperson
- 4 2. 1st Vice-Chairperson
- 5 3. 2nd Vice Chairperson
- 6 4. Treasurer
- 7 5. Parliamentarian
- 8 6. Sergeant At Arms (Parliamentarian II)
- 9 7. Secretary
- 10 8. Assistant Secretary

11
12 Two designees each from the civic associations within NPU-I, which are officially
13 recognized by the City of Atlanta.

14 All members of the Executive Committee must be members of NPU-I, and the Executive
15 Committee Members must represent the Neighborhood Community. The Officers of
16 NPU- I shall serve in the same capacity on the Executive Committee.

17 Each member of the Executive Committee shall have one vote; and in the case of
18 Chairs of any Committee or Co-Chairs of a Subcommittee, everyone shall be entitled
19 to one vote. Any Neighborhood Association or civic association located within NPU-I
20 and recognized by the City of Atlanta via Neighborhood Association Registration, or any
21 business whose members have a place of business within NPU-I, may petition at a
22 general monthly meeting of NPU-I to be added to the Executive Committee.

23 Election to the Executive Committee will require a two-thirds (2/3) vote at the monthly
24 meeting of NPU-I. The Executive Committee shall meet upon the call of its Chairperson.

25 A quorum shall consist of 10 members in attendance. NPU-I Officers will serve on the
26 Executive Committee for one year after their term of Office to provide historical
27 information to the current Executive Committee Members.

28
29
30
31
32
33
34

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 **The Executive Committee Duties:**

2 Shall work together and have the following duties and functions as a Team:

- 3 1. To call special meetings of NPU-I
- 4 2. To serve as a subcommittee to advise interested persons and agencies
5 in the City of Atlanta.
- 6 3. To act as a nominating committee for officers and the chairpersons of the
7 various subcommittees of NPU-I.
- 8 4. To speak on behalf of NPU-I to the City of Atlanta, or to any City of Atlanta
9 Department or official on any matter upon which NPU-I can speak, within
10 the guidelines established by NPU-I at its meeting. The Executive
11 Committee should work as a team to speak and carry out the wishes
12 expressed by the NPU-I Body.
- 13 5. To inform the residents of NPU-I of any proposal or action occurring.
- 14 6. To establish and abolish ad hoc committees as needed.
- 15 7. Members may recommend actions and policies
- 16 8. To serve as the Nominating Committee.

17 **8.1.2. Community Development & Human Resources Committee**

18 This committee makes recommendations on matters relating to comprehensive
19 development and land use plans; housing related programs, housing code
20 enforcement, community development, urban redevelopment and economic
21 development; matters pertaining to parks, recreation and job and manpower training.

22 Shall monitor and make recommendations on activities pertaining to NPU-I relative to
23 the City’s Comprehensive Development Plan, the Community Development Block
24 Grant Program, and the Capital Improvements Plan

25 **8.1.3. Public Safety & Legal Administration Committee**

26 This committee makes recommendations on matters relating to Public Safety
27 Committee (police, fire, corrections, and law department; taxi service) shall monitor,
28 investigate, and consider all questions related to police services, license review
29 boards, fire services, other general public safety issues and to bring to the attention of
30 the Executive Committee of NPU-I issues that are of concern to our neighborhood.

31 **8.1.4. Transportation Committee (Airport, MARTA, traffic & streets)**

32 This committee shall monitor matters that appear on the agendas of the Atlanta City
33 Council’s Transportation Committee to bring to the attention of the Executive
34 Committee of NPU-I issues that are of concern to our neighborhood. Shall work with
35 the entire NPU-I Community by monitoring all Residential Streets; State Street; and
36 City of Atlanta Streets for safety and partner with other NPUs and organizations to

2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 promote safety; connectivity and access to a variety of transportation, including
2 walking, cycling.

3 Shall also work with the APAB Transportation Committee and implement necessary
4 Sub-Committee to ensure that all NPU-I streets are in compliance with safety rules

5

6 **8.1.5. Zoning & Land Use Committee**

7 The Zoning & Land Use Committee: Shall work with the NPU-I Community and the
8 City of Atlanta Planning Department to respond to all issues; inquiries; or request that
9 involve Zoning. Reviews all requests for rezoning, variances, special use permits, and
10 adjustment appeals that are presented to the Committee via the Applicant. This will
11 include identifying the areas via Neighborhoods where Zoning will take place and
12 interacting with the Community are it relates to zoning matters that come into NPU-I.
13 The committee ensures that the impacted neighborhood receives information and
14 takes their recommendations to the NPU-I Executive Board for a Vote and/or Review
15 & Comment.

16 **8.1.6. City Utilities Committee**

17 The City Utilities Committee is responsible for the Departments of Watershed
18 Management and Public Works (liquid waste and solid waste). This committee
19 continues to make major policy decisions on wastewater and drinking water as a
20 result of the Consent Decree and First Amended Consent Decree entered into 1998
21 and 1999, respectively, and storm water runoff.

22 The committee also handles routine legislation such as abandoning and renaming of
23 streets, water bill adjustments, sewer construction and connections, rights-of-way
24 acquisitions, tie-back support systems, encroachment agreements, railroad crossing
25 agreements, franchise agreements, street resurfacing and paving, sidewalk/curb
26 construction and repair and other departmental needs. The committee also makes
27 recommendations on the nominees to be the Commissioner of the Departments of
28 Public Works and Watershed Management, as well as to the city's representative on
29 the board of People TV, Keep Atlanta Beautiful and on the Water and Sewer

30

31 **8.1.6. Committee on Council**

32 The Committee on Council recommends on matters pertaining to the operation of the
33 Atlanta City Council; executive branch appointments confirmed by the council; ethics
34 issues such as conflict of interest, revision, codification and clarification of ordinances
35 and resolutions; council agenda; elections; rules, conduct and decorum of Council and
36 members; and procedures for the Office of City Council and the Office of Municipal
37 Clerk.

2026 NEIGHBORHOOD PLANNING UNIT- I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 **8.2 Ad Hoc Committees:**

2 The NPU-I Executive Committee may appoint ad hoc committees to address special
3 issues and/or concerns, bylaws. Ad Hoc Committees will be appointed for no more than
4 one year but may be extended by a vote of the NPU-I Executive Committee.

5 **8.3 Nomination Committee:** The Chairperson will appoint an Ad Hoc Nomination
6 Committee to work with the community to identify a slate of nominees, utilizing a
7 process in place that supports announcement at the October Meeting; ascertainment
8 of current officers eligible to continue, based on 6.1 Term of Office, and utilizing Self
9 Nomination Forms. All nominations must have the approval of the nominee to serve and
10 must be residents of NPU-I with eligibility to vote.

11

12 **ARTICLE VIX. EFFECTIVE DATE OF BY-LAWS.**

13 The adopted by laws shall become effective on January 1st of the following year.

14 At the regularly scheduled monthly meeting of Neighborhood Planning Unit-I (NPU-I),
15 the membership voted to adopt the by-laws as written. Enclosed with this document is
16 a copy of Part 6, Chapter 3 of Article B of the City of Atlanta Code of Ordinances, as
17 required by Section 6-3016 of the municipal code.

18

19 **APPROVAL: X Yes ___ No**

DATE: September 24, 2025

20

21 

22 **C. Delores Lee-Furlow, Chair**

23 

24 **Joseph L Crawford, Sr., Bylaws Chair**

25 

26 **Stacey Kate Accad, Bylaws Co-Chair**

27 

28 **Stephanie Fearrington, Secretary**

2025-2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 Bylaws is by vote open to all such residents without attendance requirements, dues
2 payments, or any other limitation.

3 (4) Council district planning committee means a body of residents of a council district
4 formed from representatives of the neighborhood planning units to coordinate council
5 district plans. The council member for the district may initiate the organization of these
6 committees but may not hold any office in any of the committees. These committees may
7 continue in existence from year to year.

8 (Code 1977, § 6-3012; Ord. No. 1999-78, § 1, 11-10-99; Ord. No. 1999-81, § 1, 11-10-99) Sec.
9 6-3013. - Neighborhood planning units.

10 (a) Designation. The department of planning, development and neighborhood
11 conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of
12 this chapter, which shall include all areas of the city. N.P.U.'s may comprise as many, or as few
13 neighborhoods as practicable and may cross council district boundaries. The designation of
14 the N.P.U. shall be based on criteria previously established by the department of planning and
15 development and approved by the council, and shall include the consideration of existing
16 citizens' organizations' boundaries which may exist at the time of designation, as well as
17 provisions for the change of neighborhood boundaries when necessary.

18 (b) Preservation of information. The bureau of planning shall make available to
19 neighborhood units' basic information, including but not limited to, the areas of land use,
20 transportation, community facilities, programmed capital improvements, housing, human
21 resources, social

22 and recreational programs, environmental quality, open space and parks and citizen
23 involvement in planning and zoning to assist them in neighborhood planning activities. This
24 information shall be presented in such a manner as to be readily recognizable to the residents
25 of each N.P.U. This information shall be presented graphically when practicable.

26 Neighborhood planning units. The neighborhood planning unit may recommend an action, a
27 policy or a comprehensive plan to the city and to any city agency on any matter affecting the
28 livability of the neighborhood, including, but not limited to, land use, zoning, housing,
29 community facilities, human resources, social and recreational programs, traffic and
30 transportation, environmental quality, open space and parks; assist city agencies in determining
31 priority needs for the neighborhood; review items for inclusion in the city budget and make
32 recommendations relating to budget items for neighborhood improvement; and advise the
33 bureau of planning on the preparation of the 15 and five-year comprehensive

2025-2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 (c) development plans.

2 (d) Accountability. Neighborhood planning units shall be accountable to the residents of
3 the area they represent.

4 (Code 1977, § 6-3013; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 8, 2-10-04) Sec.

5 6-3014. - Public hearings.

6 (a) Manner in which hearings are to be held. The bureau of planning shall hold hearings to
7 focus on the six study areas as defined in the currently adopted comprehensive development
8 plan. Said hearings shall be held in such a manner that there be not less than one public
9 hearing for each study area prior to the preparation of any comprehensive development plan.

10 (b) Notice. The city shall provide notice of the number of hearings and their dates, times,
11 and places. Such notice shall be provided through advertising in a newspaper of general
12 circulation, included on the regular N.P.U. agenda mail-out and provided as a public service
13 announcement.

14 (Code 1977, § 6-3014; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 9, 2-10-04)

15 Charter reference— Boards and commissions, § 3-401.

16 Code of ordinances reference— Boards, councils, and commissions, § 2-1851 et seq. Cross
17 reference— Zoning, § 16-01.001 et seq.

18 Sec. 6-3015. - Schedule of citizen involvement.

19 (a) The mayor shall prepare a schedule of citizen involvement regarding the draft of the
20 comprehensive development plan. This report shall be presented to the community
21 development/human resources committee at a regularly scheduled meeting in January of the
22 year in which the plan is to be updated.

23 (b) The mayor shall coordinate citizen participation in planning, under provisions of this
24 article and shall be responsible for advising the council on citizen plans.

25 (Code 1977, § 6-3015; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 10, 2-10-04)

26 Sec. 6-3016. - Bylaws.

27 (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30
28 of each year for compliance with city code requirements.

29 (2) Said bylaws shall become effective January 1st of the following year.

2025-2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

**“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do**

1 (3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the
2 bylaws of each N.P.U. with each annual submission to the bureau of planning.

3 (b) All neighborhood planning units shall have bylaws for their members to follow which
4 shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of
5 the N.P.U. in attendance at the meeting where the bylaws are voted upon. At said meeting
6 there shall be no restrictions upon a resident's right to vote on the approval or disapproval of
7 the bylaws conservation. The bylaws shall be reviewed. These bylaws shall be filed with the
8 department of planning, development and neighborhood and approved annually by the
9 bureau of planning and the neighborhood planning unit for clarity as to voting procedures,
10 representativeness of all interested parties within the neighborhood planning unit, and a
11 description of the duties of any subcommittees or officers.

12 (c) Recommendations of an N.P.U shall not be accepted by the council until the N.P.U. has
13 complied with subsection (a) above.

14 (Code 1977, § 6-3016; Ord. No. 1999-81, § 1, 11-10-99)

15 Sec. 6-3017. - Elections.

16 (a) Elections shall take place during October or November of every calendar year. If an
17 election(s) has not been held by November 30. Said election(s) shall be conducted by the
18 bureau of planning during the month of December.

19 (b) Any person holding the office of chairperson or equivalent, which means presiding
20 officer, must be a person 18 years of age or older whose primary place of residence is within
21 the particular NPU.

22 (Code 1977, § 6-3017; Ord. No. 1995-68, § 1, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

23 Sec. 6-3018. - Voting procedures.

24 (a) Voting procedures shall be established by each neighborhood planning unit. Although the
25 procedure may vary among neighborhood planning units, bylaws describing the voting
26 procedures shall contain provisions delineating the eligibility of voters within the
27 neighborhood planning units and the voting process itself for issues as well as officer
28 elections.

29 (b) Each resident as defined in section 6-3012(3) shall represent one vote and may hold office
30 in only one N.P.U.

2025-2026 NEIGHBORHOOD PLANNING UNIT– I BYLAWS

“Where Love of Community, Dignity & Respect, Professionalism, and Commitment
Drives Everything We Do

1 (c) All NPU and committee meetings must be open to the public.

2 (Code 1977, § 6-3018; Ord. No. 1995-68, § 2, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)

3 Sec. 6-3019. - Prohibition of political forums.

4 Neighborhood planning unit meetings shall not be used for political forums or campaigning
5 for city, county, state, or federal elections.

6 (Code 1977, § 6-3019; Ord. No. 1999-81, § 1, 11-10-99

7

8