

BYLAWS of
NEIGHBORHOOD PLANNING UNIT – L

ARTICLE I ~ NAME

- 1.1. The name of this organization shall be Neighborhood Planning Unit - L, also known as NPU-L.
- 1.2. The purpose of the Neighborhood Planning Unit ("NPU") is to provide a forum for informed and inclusive participation in matters affecting the community, including Land Use, Zoning, Public Safety, Transportation, Economic Development and other issues of neighborhood concern.
- 1.3. In furtherance of its mission to promote inclusive, transparent, and orderly civic participation the NPU shall operate under and enforce a Code of Conduct. This Code establishes behavioral standards for all participants and is incorporated into these Bylaws as Article X.

ARTICLE II ~ BOUNDARIES

- 2.1. The boundaries of NPU-L shall exist as follows: Beginning at the intersection of Northside Drive, NW and Martin Luther King, Jr. Drive, NW; thence west along Martin Luther King, Jr. Drive, NW to Joseph E. Lowery Boulevard, NW; thence north along Joseph E. Boulevard, NW to West Marietta Street, NW; thence continuing north along an extended line of Joseph E. Lowery Boulevard, NW to the intersection with the Norfolk Southern Rail Line; thence southeast along the Norfolk Southern rail line to North Avenue, NW; thence west along North Avenue NW to a point that would intersect with an extended line of Gray Street, NW; thence south along an extended line of Gray Street, NW to Bush Street, NW; thence west along an extended line of Western Avenue, NW to Northside Drive, NW; thence south along Northside Drive, NW to Martin Luther King, Jr. Drive which is the point of the beginning (*SEE ATTACHMENT A*).

ARTICLE III ~ PURPOSE

- 3.1. To assist communities by whatever means possible in the physical and human development of their neighborhoods; in providing for the well-being of residents and the general livability of the neighborhoods to include, but not limited to land use and zoning; housing; community facilities; human resource; traffic; transportation; green spaces/parks; etc. within NPU-L. To advise the City of Atlanta including the Mayor, City Council and any official department of the City on matters pertaining to the communities in NPU-L. These purposes shall be (executed) carried out in accordance with the will of its members. NPU-L shall not discriminate on the basis of race; sex; age; national origin; religion; sexual orientation or physical disability for all matters that come before NPU-L for consideration.

ARTICLE IV ~ MEMBERSHIP

- 4.1. **Membership.** Please see categories below for definitions of NPU-L membership (*two classes of members*): Residents and Non-Residents
 - 4.1A **Residents** shall be any person 18 years of age or older whose primary place of residence are within NPU-L boundaries may be a member. Proof of Residency: Current Georgia Driver's License; State of Georgia Identification Card; Voter Registration Card; Utility Bill or any state sanctioned identification. All new members shall be required to show proof of residency upon entry into NPU-L. Documentation of residency shall be submitted electronically to the recording secretary or the NPU-L Chair if there is no recording secretary. All existing residents shall be required to show proof of residency annually.
 - 4.1B **Non-Residents** shall be representatives of Corporations; Organizations; Property Owners; Business Owners; Institutions and Agencies: Any person who owns property or who is employed by a corporation, institution or agency which owns property or has a place of business or profession within NPU-L may be a member.
Each such organization may designate one person and one alternate who is eligible as its voting representative to NPU-L. Said existing organization or institution must send a letter to NPU-L designating their voting representative and one alternate (to vote in place of the designated representative, in the event that the representative cannot attend) by January 31st of each calendar year. The designated representative and alternate may have only one vote. Any new corporation;

organization; property owner; institution or agency entering into NPU-L after January 31st of each year shall be required to submit their documentation and authorization to act on behalf of such organization; Corporation; property owner; institution or agency within thirty (30) days of entry into the NPU-L.

Proof of Residency for Resident Member and Non-Resident Member: All organizations. corporation's institutions: property owners and agencies must show proof of residency by

submission of a Warranty Deed or property tax bill to property establishing ownership; an updated State of Georgia Certificate of Existence for Corporations, Articles of organization for LLC and institutions; business licenses; professional licenses or any such documents that identifies such organization as an entity. Documentation of residency shall be presented to the secretary or the NPU-Chair in the absence of a corresponding secretary or recording secretary.

There shall be no cost associated with becoming a member of NPU-L. Membership is automatically terminated when a member's primary residence or business ceases.

A roster of members shall be established. The roster shall list the name; address; telephone number and e-mail address of each member. The roster shall document the attendance of each member on a monthly basis.

ARTICLE V ~ MEETINGS

- 5.1. **Meeting Day and Time.** The NPU shall meet in regular session on the 2nd Tuesday of each from January to December. Meetings of NPU-L including its Zoning, Land Use + Housing, Public Safety, and shall be open to members of NPU-L and notices of such meetings shall be publicized.
- 5.2. **Quorum.** Fifteen (15) or more members of NPU-L shall constitute a quorum. If there is an adjournment for the lack of a quorum, the meeting may be rescheduled with the membership being notified of the time, date and place of the rescheduled meeting. In the rescheduled meeting, business may be conducted as usual.
- 5.3. **Special Meetings.** The Chairperson may call special meetings. In order for a special meeting to be called, it shall be indicated that such a meeting is necessary to deal with matters of dire need to the neighborhoods, and or NPU-L. The purpose of a special meeting shall be stated in the call. At least five (5) day notice shall be given prior to the date of the meeting.
- 5.4. **Meeting Venues.** Meetings shall be held virtually via ZOOM with occasional in person meetings. Meetings will rotate at venues between the English Avenue and Vine City neighborhoods. Arrangements for the meetings shall be made by the Chairperson, Vice Chairperson or another designated person.

ARTICLE VI ~ OFFICERS AND ELECTIONS OF OFFICERS

- 6.1. **Privileges.** The privilege of holding office, making motions and voting, shall be limited to members of NPU-L.
- 6.2. **Officers.** The officers of the NPU must be a resident living within the boundaries of NPU-L. The officers are as follows: Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian or such other officers as may be deemed necessary.
- 6.3. **Ordinances**--In accordance with **Attachment B: Code of Ordinances Article B; Sec. 6-3017(b).**

These officers shall perform the duties prescribed by these bylaws and be the parliamentary authority adopted by the NPU.

- 6.4. **Nominations.** At the regularly scheduled meeting held on the 2nd Tuesday of the month of October, nominations will come from the eligible body consisting of a quorum of (15) voting members that are in attendance. The nominees must be present to accept the nomination during both the October and November meetings. Nominations shall be made from the floor and voted upon at the November meeting during an election year for NPU-L.
- 6.5. **Term of Office.** Officers shall be elected by a show of hands or by other such means, as the NPU deems necessary. Officers shall serve for one year or until their successors are elected and their terms shall begin at the first regularly scheduled meeting at the beginning of the following calendar year. An officer may succeed themselves if it is the will of the body and no member shall hold more than one office at a time. However, no officer shall serve no more than three (3) consecutive terms.
- 6.6. **Elections.** All officers shall be elected by a majority vote at the annual November meeting which shall be open to all eligible members of the NPU.
- 6.7. **Appointment of Officers.** In the event that an officer is unable to serve their full term, the Chairperson subsequent to (3) three NPU meetings should appoint an officer or a special election if called by the Chairperson to fill the vacancy. The Vice Chairperson becomes the Chairperson if the Chairperson seat becomes vacant.
- 6.8. **NPU-L Officers.** For one to become a candidate for office, such person shall have been a bona fide resident of NPU-L for a period of no less than twelve (12) months (January - December). All officers must be a resident living in NPU-L and shall have attended five (5) meetings in the current year seeking office.

ARTICLE VII ~ DUTIES AND RESPONSIBILITIES OF OFFICERS

- 7.1. **Chairperson.** The Chairperson's duty is to preside at all meetings and events of NPU-L. The Chair shall call special meetings, when required, and shall perform other duties necessary to fulfill the purposes of NPU-L. In the event of any vacancy, the Chair shall appoint a successor upon vacancy in accordance with **ARTICLE VI ~OFFICERS AND ELECTIONS OF OFFICERS**, Section 6.
Appointment of Officers. The Chair shall be ex-officio, a member of all standing and special committees. The chair may appoint specifically defined AD HOC Committees for specific tasks over limited periods of time, not to exceed past the calendar year in which it was constituted. The Board may also request for the chair to appoint an AD HOC Committee.
- 7.2. **Vice Chairperson.** In the absence of the Chairperson, the Vice Chairperson shall preside at the said meeting and while so presiding, shall have all the meeting-related powers of the Chairperson. As the Chairpersons' Deputy, the Vice-Chair shall perform on his/her behalf such duties as may be delegated to the Chairperson.
- 7.3. **Secretary.** The Secretary shall take minutes of regular monthly meetings and shall make them available to membership one week before the next scheduled monthly meeting. The secretary shall maintain the membership roster and be the custodian of the voting tools. The secretary shall distribute communications to membership and carry out other duties prescribed from time to time in the bylaws.
- 7.4. **Treasurer.** The Treasurer is in charge of all financial aspects and may accept funds directly

Through a designated fiscal agent, voted upon by the membership. The Treasurer also prepares and provides financial statements to the organization and tracks all deposits, expenses and other financial dealings. The Treasurer is in charge of administering the cash when the organization holds a special event for the public.

- 7.5 **Parliamentarian.** The Parliamentarian shall serve as an advisor to the Chair on the proper conduct of a meeting. The Parliamentarian shall assist the Chair, the Executive Committee and the members of NPU-L with adherence to the bylaws and to Roberts Rules of Order.

ARTICLE VIII ~ REMOVAL OF OFFICERS

- 8.1 **Review or Evaluation of an Officer.** Any qualified voting member of the NPU-L may request a review or evaluation of the performance or conduct of an officer based on anyone of the following criteria:
- a. Violation of these bylaws and the City of Atlanta's Code of Ethics.
 - b. Failure or inability to perform duties.
 - c. Conflicts of Interest.
 - d. Absent from three (3) consecutive NPU-L meetings without notification.
 - e. Absent from four (4) regular NPU-L meetings without notifications.

- 8.2 **Notice and Review.** The Executive Committee must review all material concerning the removal of an officer. Removal shall be considered when charges have been presented and found by the Executive Committee to be true.

Notice must be given to the affected officer in writing, should include the date and time of review and be brought before the full body. This correspondence should be copied to members of the Executive Committee. The affected officer shall be provided the opportunity to appeal the recommendation for removal from office at all stages.

The final decision shall be that of 2/3 vote of the membership present and voting. If removal is upheld, ARTICLE VIII ~ OFFICERS AND ELECTION OF OFFICERS; Section 6. Appointment of Officers shall take effect

ARTICLE IX ~ VOTING

- 9.1 **Eligibility to Vote.** To be eligible to vote on matters other than the election of officers, a member must have attended three (3) NPU-L meetings within the last six (6) months. On the members third (3) appearance; they are eligible to vote.
- 9.2 **Voting on Officers.** To vote on the election of officers of NPU-L an individual member must attend four (4) meetings between the months of January and October during the calendar year.

ARTICLE X ~ CODE OF CONDUCT

- 10.1 **The purpose of this Article is to establish a Code of Conduct to govern the behavior and** participation of all persons engaged in the affairs of the NPU-L. This Code is intended to promote Respect, Civility, Transparency and Constructive Engagement, thereby ensuring that NPU-L operates in an orderly and inclusive manner consistent with its mission.
- 10.2 **Applicability.** *This Code of Conduct shall apply to all members of the NPU-L: elected and appointed officers, elected officials, committee chairs, residents, stakeholders, business owners, guests participating in NPU-L meetings, events, or communications, whether conducted in person, virtually or in writing.*
- 10.3 **Standards of Conduct.** All participants shall adhere to the following standards:
- 1.) **Respect for Persons.** All participants shall treat others with dignity and courtesy, regardless of race, ethnicity, gender, age, religion, disability, sexual orientation or viewpoint.
 - 2.) **Civility in Meetings**—Participants shall:
 - a.) Speak only when recognized by the Chair
 - b.) Refrain from personal attacks, disruptive conduct, or use of profane or discriminatory language
 - c.) Abide by time limits and procedural rules established for discussion
 - 3.) **Integrity & Transparency.** Participants shall disclose any conflict of interest prior to participating in discussion or casting a vote and shall not knowingly misrepresent facts or information.
 - 4.) **Constructive Participation.** Participants shall address issues rather than individuals, present alternatives when opposing a proposal and conduct themselves in a manner that furthers the collective mission of the NPU-L.
 - 5.) **Compliance with Law and Procedure.** Participants shall comply with applicable laws, City of Atlanta ordinances, these Bylaws and the adopted parliamentary authority (Roberts Rules of Order Newly Revised 12th edition.)
- 10.4 **Prohibited Conduct. The Following Conduct is expressly prohibited:**
- 1.) Harassment, intimidation, or threats of any kind.
 - 2.) Use of discriminatory, defamatory, or profane language
 - 3.) Disruption of meetings through shouting, excessive interruptions, or refusal to yield the floor.
 - 4.) Misuse of NPU-L Communication platforms (including but not limited to email lists, websites, and social media) for personal, defamatory, or non-community-related purposes; and
 - 5.) Participation in decision-making without disclosure of a material conflict of interest
- 10.5 **Enforcement**

- 1.) **Authority of the Chair.** The Chair may issue a verbal warning to any participant whose conduct violates this article.
- 2.) **Removal from Meeting.** Upon a motion and majority vote of members present, a participant who engages in repeated or serious misconduct may be removed from the meeting.
- 3.) **Suspension of Rights.** The Executive Committee may, upon majority vote, recommend suspension of an individual's participation rights for a period not to exceed three(3) consecutive meetings. Such recommendation shall be subject to confirmation by a majority vote of the NPU-L at its next regular meeting.
- 4.) **Suspension from Membership.** A member who repeatedly violates this Code of Conduct, following due warnings and suspensions, may be suspended from membership in the NPU-L for a period not to exceed twelve (12) consecutive calendar months, by vote of the members present at a regular meeting.
- 5.) **Appeal.** Any individual subject to suspension may file a written appeal with the Secretary. The appeal shall be placed on the agenda of the next regular meeting, at which time the NPU-L shall vote to affirm, modify, or overturn the suspension.
- 6.) **Referral.** Conduct that raises legal or ethical concerns may be referred to the appropriate municipal authorities.

10.6 **Annual Commitment and Member Acknowledgment**

- 1.) At the first regular meeting of each calendar year, all officers and committee chairs shall affirm their commitment to this Code of Conduct.
- 2.) **All members of the NPU-L shall sign a Code of Conduct Acknowledgment Form upon joining the organization and annually thereafter.** Such forms shall be retained by the Secretary as part of the official records of NPU-L.
- 3.) A summary of this Code shall be read aloud at the beginning of each regular NPU meeting for the benefit of all participants.

ARTICLE XI—Articles of Organization

- 11.1. NPU-L shall exist as an unincorporated association of its members. Its "Articles of Organization" is comprised of these bylaws. The bylaws shall be deemed to be the articles of NPU-L.
- 11.2. The NPU shall refer all requests for recommendations for land use and zoning from the City or any of its agencies to the neighborhood association(s) whose residents may be directly impacted. Residents who are directly impacted shall mean those residents who live within the defined geographic area of the neighborhood association and/or within 300 feet of the property in question. The neighborhood association must submit in writing the results of the will of the body of the affected neighborhood, after a vote by the general body of the affected neighborhood to the NPU Chair within five (5) days of the adjournment of the regularly scheduled neighborhood association meeting. Should the neighborhood association fail to timely promulgate or transmit its recommendation(s) for land use and/or zoning, the NPU shall promulgate a recommendation on the item(s) in question in a manner consistent with its bylaws and regulations at its next regularly scheduled meeting and transmit the recommendation to the City or any of its agencies.
- 11.3. NPU-L shall represent the will and desire of its membership, neighborhood and civic associations as defined in ARTICLE III - PURPOSE of these bylaws, within the boundaries of English Avenue and Vine City.
- 11.4. A neighborhood association shall make its recommendations in writing signed by an authorized individual with a copy of the voting records to NPU-L in order to have them become a part of the overall recommendations it will make to the City.
- 11.5. NPU-L shall have the right to review and comment on plans developed by the neighborhood associations prior to submission to the City or any related agency.

- 11.6. If NPU-L feels that adjustments should be made in a neighborhood association's plan, NPU-L shall make recommendations to the community association involved but leave all adjustments where the plan is concerned to be made by that neighborhood association.
- 11.7. NPU-L shall not support any agency or organization operating within its boundaries unless that agency has provided a mission statement. Those agencies shall come before the NPU to advise the NPU of their services and participation requirements.
- 11.8. NPU-L shall assist the City in determining priority needs for neighborhoods, review items for inclusion in the City Budget, and make recommendations related to budget items for neighborhood improvement.
- 11.9. The Chairperson shall appoint a representative from NPU-L to represent the interests of NPU-L at the Atlanta Planning Advisory Board (APAB) on a yearly basis; to be announced at the February meeting. The delegate/alternate is required to provide a monthly written report to the Secretary and report out during Committee Report section of the agenda.
- 11.10. NPU-L shall appoint a total of two (2) members to the Mayor/City Council to serve on the Atlanta Development Authority's Westside TAD Neighborhood Fund Advisory Board. The appointed members shall not have any personal interest in any/all projects and/or programs funding that come before the Advisory Board. (See Ethical Guidelines for Neighborhood Planning Unit Officers). Once a member has been chosen, he/she shall make quarterly written reports to NPU-L.

ARTICLE XII ~ COMMITTEES

- 12.1.1 The committees of NPU-L will be: 1) Executive Committee; 2) Zoning, Land Use + Housing, 3) Public Safety and any other committee as appointed by the Chairperson. All committees shall work in cooperation with NPU-L neighborhood organizations.
All NPU-L Committee Chairpersons shall serve at the will of the NPU-L Chair

ARTICLE XIII ~ COMMITTEE FUNCTIONS

- 13.1. **Executive Committee.** The Executive Committee shall consist of all elected officers and standing committee chairs and a designated member from the English Avenue Neighborhood Association and the Vine City Civic Association. The Executive Committee shall meet monthly, at a time to be determined by the Chairperson, prior to the regular NPU-L meetings. The Executive Committee shall oversee the process for the removal of officers.
- 13.2. **Zoning, Land Use + Housing Committee.** The Zoning, Land Use + Housing Committee shall study and plan in cooperation with neighborhood associations for land use and zoning needs, consider all questions and problems relating, but not limited to the adequacy and utilization of the land to its highest and most beneficial use to the community. Additionally, shall perform the duties of studying and planning for improvement of residential and other housing needs, accurately identifying blighted areas, make recommendations with reference to code enforcement, counsel citizens of the neighborhoods as to their housing rights, the availability of grants and low interest loans that can be used by the elderly, handicapped and others for rehabilitation purposes. This committee shall work to create meaningful lines of communication and methods for making information readily available to citizens in a manner that can be easily understood. The duties of the Housing Committee may not necessarily be limited to these aforementioned duties.
- 13.3. **Public Safety Committee.** The Public Safety Committee duties and responsibilities shall be to study and plan for such services as law enforcement; fire stations; civic defense; street signs; lights and any other public safety duties as assigned.
- 13.4. **Committee Reports.** All committees shall report their findings and make recommendations to NPU-L for approval in writing.

13.5 All members of NPU-L Leadership are required to participate at the NPU University during their term.

ARTICLE XIV ~ Amendment

- 14.1. These bylaws shall only be amended annually by a majority vote of the members in attendance at the meeting where the bylaws are adopted and in accordance with the parliamentary authority for NPU-L and Robert's Rules of Order.
- 14.2. Approved changes to the bylaws shall be submitted to the City of Atlanta s Bureau of Planning by September 30th of each year. These bylaws shall become effective on January 1st of the following year.
- 14.3. Proposed amendments to the bylaws shall be submitted in writing to the NPU L Secretary for review by the necessary parties (i.e. Bylaws and Executive Committees). The proposed amendments) shall be published in full text in the following months meeting agenda. Any amendment must be carried by a simple majority vote of those members present.
- 14.4. Atlanta Code of Ordinances, Sections 6-3011 through 6-3019, which govern Neighborhood Planning Units are hereby incorporated as a part of these bylaws. The City Ordinance shall govern where there is a conflict between these bylaws and the Ordinance (SEE ATTACHMENT B). Additionally, the Ethical Guidelines for Neighborhood Planning Unit Officers (SEE ATTACHMENT C) shall be adhered to regarding Conflict of Interest for all elected and appointed officers.

CERTIFICATION

I hereby certify that the attached are a true and correct version of the NPU-L Bylaws.

Adopted by a majority vote 15-yay | 4- nay | 5- abstentions of the members at a Special Called meeting of the NPU-L membership on September 17, 2025.

Print: Leonard Watkins

Signed:  NPU-L Chairperson

Date 9/26/2025

NPU-L Bylaws

INCLUDED ATTACHMENTS (4):

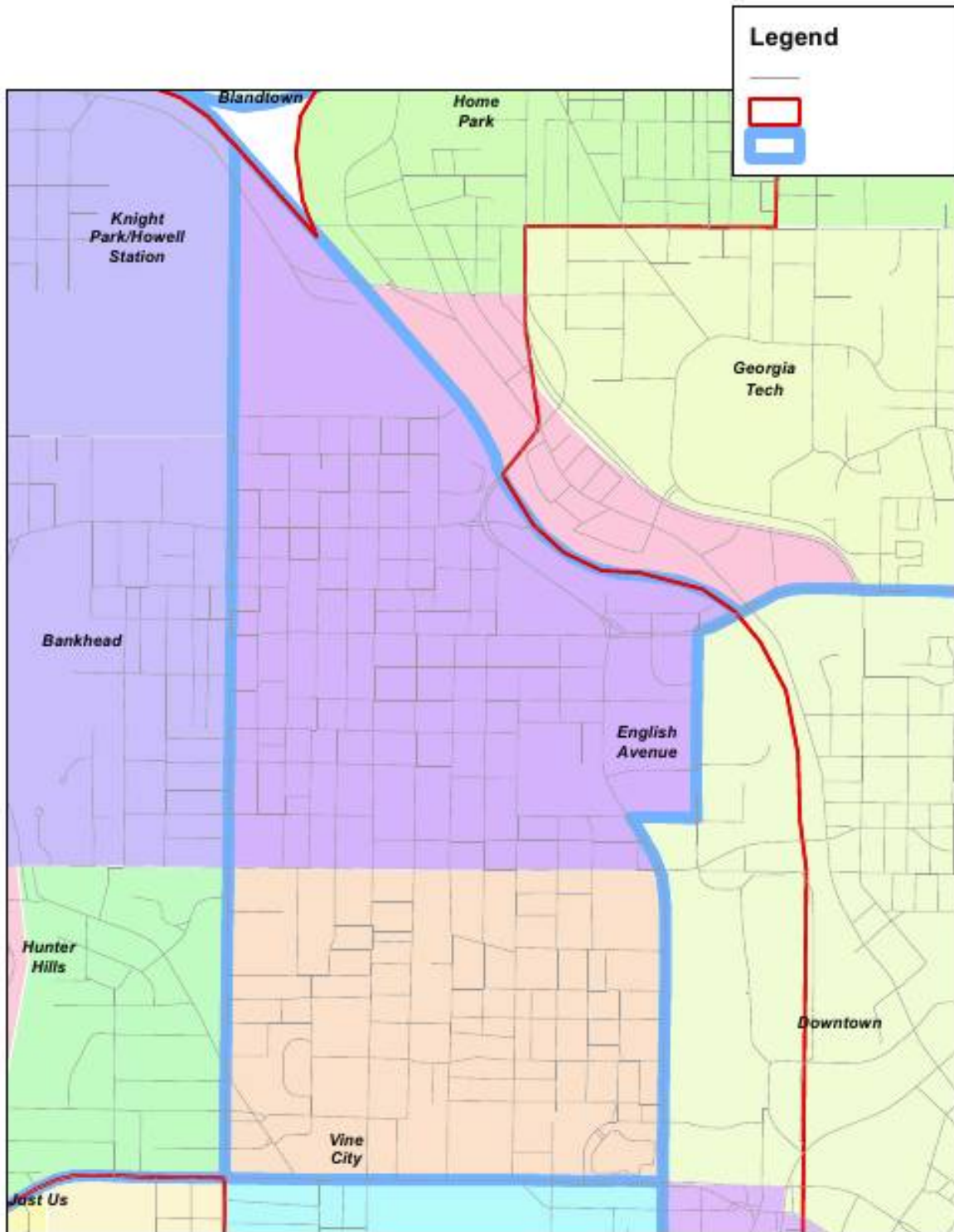
Attachment A: Official City of Atlanta Neighborhood Planning Unit - L Map

Attachment B: City of Atlanta Code of Ordinances, Sections 6-3011, 6-03019

Attachment C: Ethical Guidelines for Neighborhood Planning Unit Officers

NPU-L Code of Conduct Acknowledgment Form, Attachment D

Attachment A: Official City of Atlanta 2016 Neighborhood Planning Unit- L Map



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 a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.
- (3) *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the N.P.U. Each resident may hold office in only one N.P.U. Each resident, meaning any person who resides within the N.P.U., or any corporation, organization, institution or agency which owns property or has a place of business or profession, shall have one vote and shall have the right to exercise that vote on all issues which come before the N.P.U.; provided that an N.P.U. may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.
- (4) *Council district planning committee* means a body of residents of a council district formed from representatives of the neighborhood planning units to coordinate council district plans. The council member for the district may initiate the organization of these committees but may not hold any office in any of the committees. These committees may continue in existence from year to year.

(Code 1977, § 6-3012; Ord. No. 1999-78, § 1, 11-10-99; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3013. - Neighborhood planning units.

- (a) *Designation.* The department of planning, and development and neighborhood conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of this chapter, which shall include all areas of the city. N.P.U.'s may comprise as many, or as few neighborhoods as practicable and may cross council district boundaries. The designation of the N.P.U. shall be based on criteria previously established by the department of planning and development and approved by the council, and shall include the consideration of existing citizens' organizations' boundaries which may exist at the time of designation, as well as provisions for the change of neighborhood boundaries when necessary.
- (b) *Preservation of information.* The bureau of planning shall make available to neighborhood units basic information, including but not limited to, the areas of land use, transportation, community facilities, programmed capital improvements, housing, human resources, social and recreational programs, environmental quality, open space and parks and citizen involvement in planning and zoning to assist them in neighborhood planning activities. This information shall be presented in such a manner as to be readily recognizable to the residents of each N.P.U. This information shall be presented graphically when practicable.
- (c) *Neighborhood planning units.* The neighborhood planning unit may recommend an action, a policy or a comprehensive plan to the city and to any city agency on any matter affecting the livability of the neighborhood, including, but not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks; assist city agencies in determining priority needs for the neighborhood; review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement; and advise the bureau of planning on the preparation of the 15 and five-year comprehensive development plans.
- (d) *Accountability.* Neighborhood planning units shall be accountable to the residents of the area they represent.

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

Sec. 6-3014. - Public hearings.

- (a) *Manner in which hearings are to be held.* The bureau of planning shall hold hearings to focus on the six study areas as defined in the currently adopted comprehensive development plan. Said hearings shall be held in such a manner that there be not less than one public hearing for each study area prior to the preparation of any comprehensive development plan.
- (b) *Notice.* The city shall provide notice of the number of hearings and their dates, times and places. Such notice shall be provided through advertising in a newspaper of general circulation, included on the regular N.P.U. agenda mail-out and provided as a public service announcement.

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

Charter reference – Boards and commissions, § 3-401.

Code of ordinances reference – Boards, councils and commissions, § 2-1851 et seq.

Cross reference – Zoning, § 16-01.001 et seq.

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

- (a) The Mayor shall prepare a schedule of citizen involvement regarding the draft of the comprehensive development plan. This report shall be presented to the community development/human resources committee at a regularly scheduled meeting in January of the year in which the plan is to be updated.
- (b) The Mayor shall coordinate citizen participation in planning, under provisions of this article and shall be responsible for advising the council on citizen plans.

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

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
(2) Said shall become effective January 1st of the following year.
(3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of the N.P.U. in attendance at the meeting where the bylaws are voted upon. At said meeting there shall be no restrictions upon a resident's right to vote on the approval or disapproval of the bylaws. These bylaws shall be filed with the department of planning, development and neighborhood conservation. The bylaws shall be reviewed and approved annually by the bureau of planning and the neighborhood planning unit for clarity as to voting procedures, representativeness of all interested parties within the neighborhood planning unit, and a description of the duties of any subcommittees or officers.
- (c) Recommendations of an N.P.U shall not be accepted by the council until the N.P.U. has complied with subsection (a) above.

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

Sec. 6-3017. - Elections.

- (a) Elections shall take place during October or November of every calendar year. If an election(s) has not been held by November 30. Said election(s) shall be conducted by the bureau of planning during the month of December.
- (b) Any person holding the office of chairperson or equivalent, which means presiding officer, must be a person 18 years of age or older whose primary place of residence is within the particular NPU.

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

Sec. 6-3018. - Voting procedures.

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

- (b) Each resident as defined in section 6-3012(3) shall represent one vote and may hold office in only one N.P.U.
- (c) All NPU and committee meetings must be open to the public.

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

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

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

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

Attachment C: Ethical Guidelines for Neighborhood Planning Unit Officers



The City of Atlanta's Code of Ethics seeks to ensure that governmental decisions are made in the public's best interest by prohibiting city officials from participating in matters that affect their

824 of the code, officers in the city's neighborhood planning units help the City of Atlanta gain

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- The city's ethics law is aimed at the perception, as well as the reality, that a city official's personal and financial interests may influence a
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"officers of neighborhood planning units," for purposes of filing an annual financial disclosure

have the disclosure made a part of the NPU's minutes

Example: The NPU secretary retained as the property owner's agent should announce at the applicant, note her recusal in the NPU's minutes, and efile the Disclosure of Conflicts of

One remedy for indirect financial interests, such as the vice chair's interest in the

substantially affected by the NPU officer's performance of his or her official duties.

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ded for a social or business purpose unrelated to the city's



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Example: The NPU is sponsoring a Senior Citizens' Day. NPU officers may solicit donations

represent private interests before the courts in actions in conflict with the city's interests or



Attachment D— NPU-L Bylaws 2026 Code of Conduct Acknowledgment

Neighborhood Planning Unit (NPU)

Code of Conduct Acknowledgment Form

Annual Commitment to the Code of Conduct

As an officer, committee chair, or active participant of the Neighborhood Planning Unit (“NPU”), I acknowledge that I have read, understand, and agree to uphold the Code of Conduct as set forth in Article X of the NPU Bylaws.

I understand that the Code of Conduct establishes behavioral expectations designed to promote respect, civility, transparency, and constructive engagement. I further understand that violations of the Code may result in warnings, removal from meetings, suspension of participation rights, or referral to the appropriate authorities as provided in the Bylaws.

By signing below, I affirm my commitment to conduct myself in accordance with the standards of behavior required by the Code of Conduct and to support the mission and orderly functioning of the NPU.

Printed Name:

Position/Role:

Signature:

Date:

For NPU Records

This signed acknowledgment shall be maintained by the NPU Secretary and retained with official records for the applicable calendar year.