



**OFFICIAL BY LAWS
OF
NEIGHBORHOOD PLANNING UNIT– P**

**REV 08/25/25, RATIFIED 09/08/25
EFFECTIVE January 1, 2026 to December 31, 2026**

NPU-P Chair: Dr. Faye Floyd

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PREAMBLE

We citizens, concerned with the welfare and orderly community development of Atlanta’s Neighborhood Planning Unit P (NPU-P), in order to provide an organization representative of total community concerns and directed toward planning and development of the areas as a whole, do hereby establish the Neighborhood Planning Unit P Planning Committee, and do ordain the following By-Laws.

ARTICLE I: NAME

Section 1 The name of this organization shall be the Neighborhood Planning Unit P (NPU-P) Planning Committee, hereafter referred to as the “NPU-P Committee”. The NPU-P Executive Board, hereafter referred to as the “Executive Committee.” The NPU-P residents, business and organization owners, hereafter referred to as the “NPU-P Community.”

ARTICLE II: BOUNDARIES

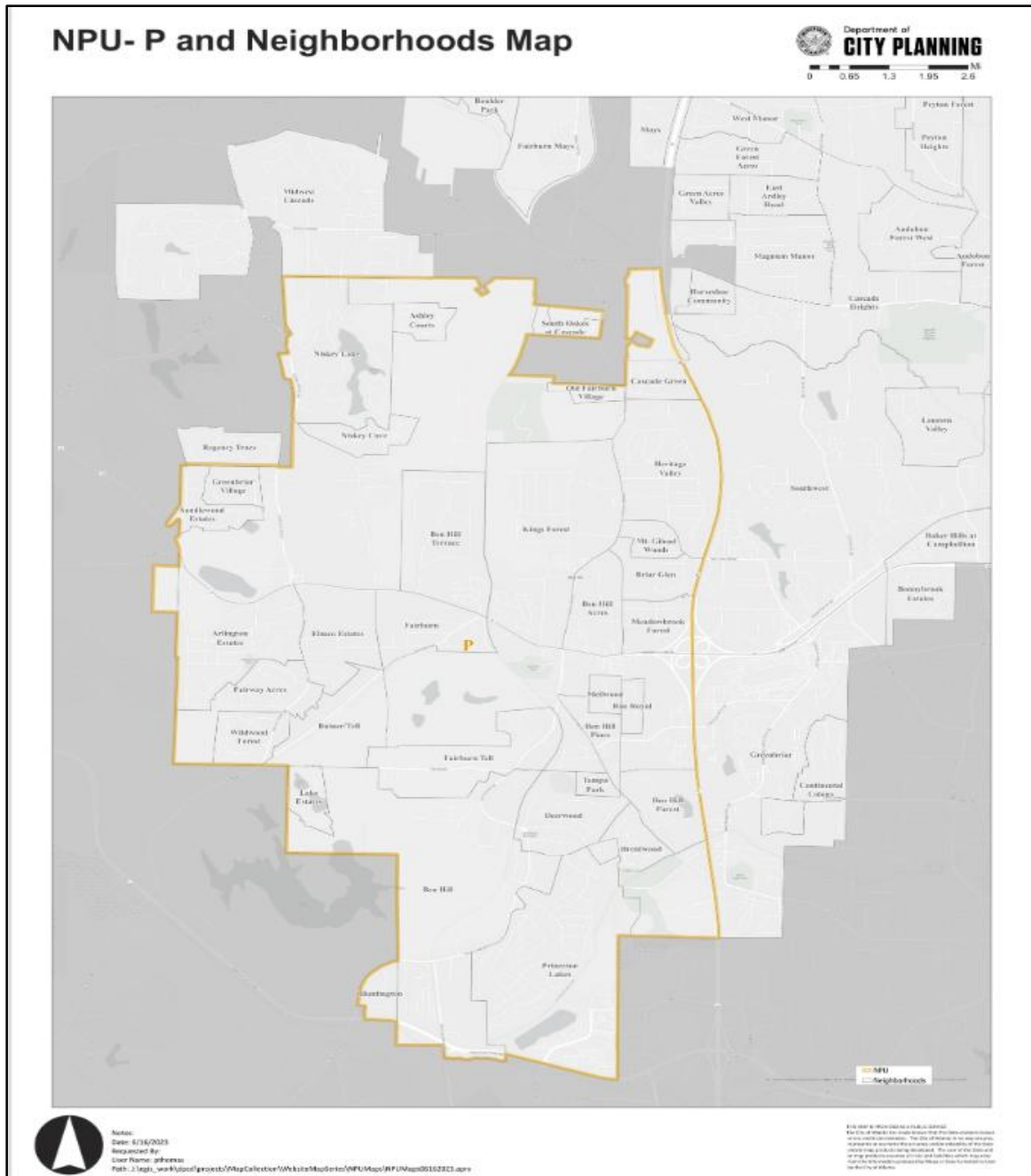
Section 1 NPU-P Boundaries—The NPU-P Community served by the NPU-P Committee shall be known as Neighborhood Planning Unit-P, hereinafter referred to as NPU-P Community as defined by the Bureau of Planning and approved by the City Council. See the Appendix and the following section for the NPU-P map. The geographical boundaries are determined by the Bureau of Planning are as follows:

- The ***Northern boundary*** follows the city limits in Fulton County starting at Interstate 285 runs along Cascade Road SW and turns south onto Fairburn road SW, follows Fairburn Road SW to Garrison Drive SW, turns west and follows Garrison Drive SW to the CSX railroad, turns north to follow the CSX railroad (includes the subdivisions of Martin’s Park and South Oaks), continues west along city limits and turns south just past Niskey Lake Road SW,
- The ***Western boundary*** follows the city limits and turns south along the western side of Niskey Lake Road SW, turns west (crossing County Line Road SW), then south along Sand Creek Drive SW to Tell Road SW (along the western edges of Greenbriar Village/Acres, Sandalwood Estates, Arlington Estates, Fairway Acres, and Wildwood Forest subdivisions), turns east on Tell Road SW, follows Tell Road SW and turns south along the western boundary of the Lake Jan & Carol Estates, continues east to Fairburn Road SW, follows Fairburn Road SW/Old Fairburn Road SW south and crosses over Camp Creek Parkway, to city limits south of Camp Creek Parkway and turns east,
- The ***Southern boundary*** follows the city limits south of Camp Creek Parkway SW continuing east (crossing Princeton Lakes Parkway SW and Carmia Drive SW) to the Atlanta/East Point city limits and turns north,
- The ***Eastern boundary*** follows the Atlanta/East Point city limits north (running behind American Signature Furniture, Highlands apartment complex and BJs Warehouse), crosses Redwine Parkway SW, continues north along the city limits and

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turns east along the south fork of Camp Creek to Interstate 285, continues north along the west wall (Campbellton Road SW and Barge Road SW) of Interstate 285 to Cascade Road SW.

- NPU-P Map**



ARTICLE III: PURPOSE

Section 1 Purpose—The purpose of the NPU-P Committee shall be to (1) advise the City of Atlanta, including the Mayor, City Council, and any Department or Official of the City, on all matters affecting the environment, the well-being of the residents, and the general livability of the neighborhoods within the NPU-P, and to (2) promote comprehensive planning and ensure land use compatibility between NPU-P and neighboring communities, the City (Southwest Atlanta), and adjacent counties and municipalities.

Section 2 Accountability—Neighborhood Planning Unit Committees (NPU-Cs) shall be accountable to the residents of the area they represent.

ARTICLE IV: MEMBERSHIP

Section 1 Membership Criteria—Any person 18 years of age or older (1) whose primary place of residence is within the NPU-P, or (2) who owns, manages or is responsible for a corporation, organization, institution or agency which owns property or has a place of business within the NPU-P, may be determined to be a resident and is thereby eligible for membership in the NPU-P Committee and may become a member of the NPU-P Committee at any time.

ARTICLE V: VOTING

Section 1 Attendance Requirements—Each NPU-P Community member is entitled to participate in the deliberations of the NPU-P Committee and shall have one (1) vote on actions taken by the NPU-P Committee. However, each member must attend at least two (2) regular meetings within the previous twelve (12) months in order to be eligible to vote on NPU-P Committee actions.

- a. The above voting restrictions do not apply to the adoption of the NPU-P By-Laws.
- b. NPU-P Chair or designated NPU-P Officer shall hold a vote on the By-Law changes with a show of hands or via an online/electronic or audio/telephone voting means when meeting virtually.
- c. There are several acceptable means for voting on matters before the NPU-P for use by NPU-P Community members meeting eligibility requirements. The modes of voting are based on the meeting venue:
 - i. **In-Person Meetings:** voting by a show of hands.
 - ii. **Virtual Meetings:** the online polling feature of the virtual meeting platform or an electronic voting/polling application, and by voice vote for those joining by phone or unable to vote with online feature.

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- e. The **Membership Secretary** shall prepare and maintain all official membership rolls of the NPU-P Community meetings and will serve in the absence of the Recording Secretary.
 - i. Shall perform the duties of the Secretary in the absence of Recording Secretary
 - ii. Monitor and maintain the chat room during virtual monthly NPU-P meetings
 - iii. Oversee the participant sign-in process at in-person monthly NPU-P meetings.
 - iv. Assist the Recording Secretary as needed during NPU-P Community meetings.
 - v. Reserve the in-person meeting locations for the monthly NPU-P Community meetings.
 - vi. Assist the Secretary with maintaining the NPU-P membership records and all documents on shared drive.
 - vii. Perform projects assigned by the Chair or Vice Chair.

- f. The **Parliamentarian** shall provide explanations or advice to the Chair and NPUP members regarding the rules of order (parliamentary procedure) for conducting business at official meetings as outlined in Robert’s Rules of Order (12th edition) and interprets the NPU-P By-laws on as needed basis.
 - i. The Parliamentarian shall serve as the Chair of the By-Laws sub-committee.

- g. The **Sergeant-at-arms** shall assist in preserving order at official meetings, as the Chair may direct; and has charge of ushers or the physical arrangements in the meeting room of in-person meetings.
 - i. Assists with management of the monthly online Community meetings, maintaining order in online meetings, and monitoring the waiting room and letting people in the meeting, and ejecting unruly people from meetings.

- h. **The Atlanta Planning & Advisory Board (APAB) Representative** shall report on activity and decisions of the APAB impacting, or of interest to, the NPU-P Community. The NPU-P representative shall be the NPU-P Chair or designated voting member and shall attend APAB meetings. Provides the vote on behalf of NPU-P on matters raised in APAB meeting requiring a vote such as resolutions.
 - i. Reports on APAB activities shall be provided to the Executive Committee and/or NPU-P Community meetings on a regular basis.

- j. **The Atlanta Citizens Review Board (ACRB) Representative** shall report on activity and decisions of the ACRB impacting or of interest to the NPU-P Community.
 - i. Reports on ACRB activities shall be provided to the Executive and/or General Community meetings on a regular basis.

- k. Campbellton Road TAD Advisory Board: Shall be the NPU-P Chair or designated delegate. The representative shall attend the Campbellton Road TAD meetings.

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- i. Provides updates/reports to NPU-P Executive or Community meetings, on TAD projects and select stakeholders sentiments within NPU-P areas most effected by a proposed development.

- l. In the event a subcommittee of NPU-P receives grant funding, the subcommittee chair shall present a tentative budget to the Executive Committee for review.

Section 3 Annual Elections—Annually, at an NPU-P meeting in October, called for that purpose and opened to all eligible members, the NPU-P Community shall elect the following officers for the next calendar year: Chairperson, Vice-Chairperson, Treasurer, Recording Secretary, and Membership Secretary.

- a. Terms and Limits. The term of office for Chairperson and Vice Chairperson shall be ONE (1) year with a maximum of FOUR (4) consecutive terms. When the maximum has been reached, the Chairperson or Vice Chairperson shall wait ONE (1) year before being eligible to run again.

Section 4 Nominating Committee Composition—The NPU-P Nominating Committee shall consist of the Chairpersons of all NPU-P Standing Committees and members from the NPU-P Community. However, if a resident/NPU-P member is running for an NPU-P elected position, the member cannot serve on the nominating committee.

Section 5 Meeting Timeframe—The NPU-P Nominating Committee shall convene in August at a meeting called by the Nominating Committee Chair. At the September meeting, an announcement will be made to solicit for nominations from the floor. In October, the slate of nominees will be presented NPU-P Community for a vote. The voting rules will be announced at the meeting.

Section 6 Officer Election Timeframe—The election shall take place at the October NPU-P Community meeting, and the newly elected officers will assume their duties at the first meeting on January 1 of the following year.

Section 7 NPU-P Officer Elections—A simple majority of the members present is required to elect any officer or to approve any action taken by the Committee. NPU-P members shall hold a vote for the Officers with a show of hands or by electronic means. Any NPU-P Members wishing to participate in the vote must meet the requirements in Article V and be present at the meeting where a vote on an election or action shall occur. NPU-P Members shall vote by raising a hand or submit a vote via online polls (in virtual meetings) to be counted by an Executive Committee member. No proxy votes will be accepted, and no one can vote on another NPU-P members behalf.

Section 8 Resignation of an Officer—If an officer finds it necessary to step down from the position for any reason, the officer shall submit his or her resignation by providing notice in writing to the NPU-P Executive Committee. The notice shall be

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submitted as soon as possible, so as not to disrupt the business of the NPU-P. The notice shall provide an effective date of the resignation.

In the event of incapacitation of any officer making it impossible for him or her to perform his or her respective duties, the Executive Committee of NPU-P shall appoint a successor to complete the remainder of the existing term.

- a. An election to fill the interim Executive Officer position shall occur within 90 days after an interim officer is appointed by the Executive Committee. Nominations should be solicited from the NPU-P Community and a vote conducted at a monthly NPU-P Community meeting to elect a person to fill the position for the remainder of term, until December 31 of that year.

Section 9 Officer Removal—An officer may be removed from office for causes such as moral turpitude, misconduct, or failure to attend two consecutive meetings without notifying NPU-P Chairperson or Recording Secretary. The Executive Committee may remove from office any officer who fails to perform in a satisfactory manner, all of the duties required to comply with the By Laws of NPU-P. The Executive Committee shall appoint an interim replacement officer to fill the vacant Executive Committee position.

- a. An election to fill the interim Executive Officer position shall occur within 90 days after an interim officer is appointed by the Executive Committee. Nominations should be solicited from the NPU-P Community and a vote conducted at an NPU-P monthly Community meeting to elect a person to fill the position for the remainder of term, December 31 of that year.

ARTICLE VII: SUB-COMMITTEES AND BOARDS

Section 1 Subcommittees—There are hereby established the following subcommittees of the Neighborhood Planning Unit-P Planning Committee (NPUCs):

- a. **Land Use, Zoning, Housing, and Community Development.** This subcommittee shall consider all matters having to do with land use, zoning, housing, and community development planning in the NPU-P, and shall make recommendations to the Executive Committee.
- b. **Transportation.** This subcommittee shall consider all matters concerning transportation including mass transit, streets, highways, parking, bicycles, and pedestrians in the NPU-P and shall make recommendations to the Executive Committee an NPU-P Community. Committee members shall participate in transportation planning and feedback sessions held by Atlanta Department of Transportation (ATLDOT), Atlanta City Planning, Metropolitan Area Rapid Transit Authority (MARTA), and the Georgia Department of Transportation (GDOT) and shall make recommendations to the Executive Committee.

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- I. **By-Laws.** This subcommittee shall oversee the annual NPU-P By-Laws document review, including capturing suggested changes and preparing the draft document for community review and feedback.
 - i. Presents the draft document at the September NPU-P Community meeting, explains any changes, and gathers final input.
 - ii. Prepares final document, gathers signatures from elected NPU-P Officers, and submits to the City by September 30 or the designated date.

- m. **Nominations.** This subcommittee shall oversee the annual NPU-P Executive Officers election according to the timeline set forth in Article VI, Section 6. Committee members announce when the nomination period is open, collects the names of nominees and prepares the Offer slate for voting in the designated Community meeting.

Section 2 Boards and Commissions. Identifies the Boards and/or Commissions of interest to NPU-P Community for which NPU-P shall have representation.

- a. **Atlanta Planning & Advisory Board (APAB) Representative:** a primary and secondary APAB representative shall be appointed by the NPU-P Chairperson. The representative shall attend the APAB monthly meetings, represent the NPU-P community, vote on matters if the NPU-P president is not present, and report on developments and matters of interest at monthly NPU-P meetings.

- b. **Atlanta Citizens Review Board (ACRB) Representative:** the delegate shall be recommended by the NPU-P Chairperson to the APAB Board for formal appointment. The ACRB's primary goal is to review grievances of citizens who have complaints against any member of the Atlanta Police or Corrections Departments. The representative shall attend the monthly ACRB meetings and report updates on board activities and developments to the Chair and NPU-P membership.

- c. **Campbellton Road Tax Allocation District (TAD) Advisory Committee:** Shall be the Chair or designated delegate. The representative shall attend the Campbellton Road TAD meetings and report on TAD projects within the NPU-P section of the Campbellton Corridor and collect stakeholders sentiments within NPU-P areas most effected by proposed development and report updates on board activities and developments to the Chair and NPU-P membership.

Section 3 NPUC Subcommittee Leaders—At a regular meeting and by majority vote of those members present, that sub-Committee (NPUCs): shall **choose** a presiding officer for the subcommittee at a regular scheduled sub-committee meeting whenever necessary, i.e., resignation, removal, death, or incapacity. Members of each subcommittee shall consist of volunteers from the NPU-P Community with the approval of the Committee. If the sub-committee fails to choose a leader, the NPU-P Chairperson shall appoint a suitable a leader.

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- a. Any NPU-P community member showing interest in a sub-committee, shall submit their name to the NPU-P Chair or subcommittee Chair indicating their interest. Their contact information will be added to the subcommittee roster.
- b. Sub-committees (NPUCs) shall meet on a regular basis as defined by that sub-committee and shall provide sufficient notice to the NPU-P Community via usual newsletter and social media channels.
- c. Special Call or Emergency meetings may be called to meet deadlines or decisions need to be made within 10 days or less.

Section 4 Committees—The **Executive** Committee may create additional subcommittees, dissolve subcommittees, or change the names and functions of subcommittees at a regular meeting and by majority vote of those members present in “Article X Amendments” of these By-Laws.

- a. New Committees, ad hoc or standing, must have a specific task, goal, or function.

Section 5 Board or Commission Representation—The Executive Committee may choose to provide representation to additional Boards or Commissions or withdraw NPU-P representation on Boards or Commissions, discussed at a regular Executive Board meeting and by majority vote of those members present in according to the NPU-P By-Laws.

ARTICLE VIII: MEETINGS

Section 1 Meeting Occurrence—In addition to the annual organizational meeting held in January of each year, the NPU-P General Community shall meet in regular session from January to November of each year, unless otherwise ordered by NPU-P Executive Committee, on the first Monday of each month at 7:00 pm Eastern.

- a. The Executive Committee shall meet on the fourth Tuesday of each month at 6:30 p.m. or on a date designated by the NPU-P Chairperson, which is at least one week prior to the monthly NPU-P Community meeting.
 - i. The sub-committees shall meet in regular session upon the calling of the presiding sub-committee Chairperson. The meeting date and time may be changed by a simple majority of the subcommittee.
 - ii. Any of the NPU-P meetings can occur virtually or in-person.

Section 2 General Membership Meeting Quorum—A quorum of the monthly NPU-P Community meeting consist of twenty-five (25) members of the NPU-P Community that are in attendance. A majority consisting of NPU-P subcommittee members, NPU-P residents and NPU-P business owners shall constitute a quorum.

- a. Meetings Held in Person. NPU-P Community, Executive Board or subcommittee Meetings may be held at a designated location that is announced to the NPU-P community a minimum of 10 days in advance of the meeting date.

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- b. Meetings Held Electronically. NPU-P Community, Executive Board or subcommittee meetings may be conducted virtually, by telephone or an online meeting platform, if advance notice is given to the public a minimum of 10 days in advance of the meeting date, when:
- i. the Chairperson or Vice-Chairperson has determined this mode is safer or more convenient for members, if conditions occur such as weather emergencies, epidemics, social unrest, or the usual physical location is unavailable.
 - ii. so directed by the Board; or
 - iii. in the case of special meetings, so directed by the Executive Board.

Section 4 Meeting Management—All meetings shall be conducted in accordance with the rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern the NPU-P in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the NPU may adopt.

ARTICLE IX FUNCTIONS, POWER, AND DUTIES

Section 1 Committee Function—The functions of the NPU-P Committee as outlined in the City Code are:

- a. To “recommend an action, a policy or comprehensive plan to the City or City agency regarding any matter affecting the livability of the neighborhood, including but not limited to land use, zoning, housing, community facilities, recreational and social programs, traffic and transportation, environmental quality, and parks and green space.
- b. To “assist City agencies in determining priority needs for the neighborhood,” and
- c. To “review items for inclusion in the City Budget both capital and operation and make recommendations relating to budgetary items for neighborhood improvement.”

ARTICLE X: AMENDMENTS

Section 1 By-Law Review—These By-Laws may be amended at a regular or a special meeting of the NPU-P Committee called for that purpose and by two-thirds of the members present.

Section 2 By-Law Acceptance—Amended By-Laws must be submitted to the Department of Planning & Community Development (DPCD) by September 30th each year. The amended By-Laws become effective the following January 1.

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Dr. Conchita (Faye) Floyd
Dr. Conchita (Faye) Floyd, Chairperson, NPU-P

Marvin Greer
Marvin Greer, Vice Chair, NPU-P

Robyn Cornell
Robyn Cornell, Recording Secretary, NPU-P

Yvonne Jackson
Yvonne Jackson, Treasurer, NPU-P

Jacqueline Sims
Jacqueline Sims, Membership Secretary, NPU-P

REVIEWED AND APPROVED: _____ DATE _____
DPCD

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B. Atlanta City Municipal Code

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:

- (a) 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.
- (b) 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.
- (c) 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
- (d) 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.
- (e) 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'

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

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

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
(2) Said bylaws shall become effective January 1st of the following year.
(3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-012(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

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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)

C. Conflicts of Interest and Abstentions

Standards of Conduct

The Board of Ethics of the City of Atlanta has adopted Advisory Opinion 2004-4 on Conflict of Interest Related to Neighborhood Planning Units (NPU). Compliance with these Standards of Conduct assures the integrity of decisions made by the NPU. NPU-P requires that voting by officers, committee chairs, and committee members in its proceedings maintain independence and objectivity of judgment or action in the performance of their duties as officers of NPU-P

Conflict of Interest – Financial Stakes

An officer or committee member is deemed to have a conflict of interest on a matter under consideration, and shall abstain from voting on that matter in committee meetings, or the meetings of the general constituency of NPU-P if he/she, or any member of his/her immediate family, has a financial stake in the outcome of a particular vote; or has direct ownership interest in a proposed project to be voted on; or owns any right or interest in real property that is the subject of the vote, even if such ownership or right is contingent upon rezoning or changing the Comprehensive Development Plan; or is being paid or is

