

# NEIGHBORHOOD PLANNING UNIT (NPU) - T

# “The Assembly” BYLAWS 2026

As proposed August 7, 2025

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As approved by NPU-T Executive Board, September 4, 2025

As ratified by the NPU-T General Body, September 10, 2025

Effective January 1, 2026

ARTICLE I - NAME.....	4
ARTICLE II - PURPOSE.....	4
Sec. 1: Purpose.....	4
Sec. 2: Bylaws.....	4
Sec. 3: Non-Discrimination Policy.....	5
ARTICLE III - MEMBERS.....	5
Sec. 1: Classification/Qualification/Definitions.....	5
Sec. 2: Proof of Eligibility for Membership.....	6

Sec. 3: Recognized Neighborhoods of NPU-T.....	6
Sec. 4: Constituent Neighborhood Organizations (“CNOs”).....	7
A. Requirements for CNOs.....	7
B. Current CNOs.....	8
C. Becoming a CNO.....	9
D. Referral of Matters to Recognized CNO for Consultation.....	9
Sec. 5: “Recognized Associations, Institutions and Organizations” for Business, Higher Education, and Non-Profit Purposes (“RAIO’s”).....	
A. Requirements for RAIOs.....	10
B. Current RAIO’s.....	12
C. Becoming a RAIO.....	12
Sec. 6: Discipline, Removal of a RAIO, Representative, or Officer.....	13
Sec. 7: Voting.....	14
<b>ARTICLE IV-OFFICERS.....</b>	<b>16</b>
Sec. 1: Positions and Elections.....	16
A. Elected Positions.....	16
B. Requirements for Office.....	16
C. Term of Office.....	18
D. Election Timeline.....	18
<b>ARTICLE V: MEETINGS.....</b>	<b>22</b>
<b>ARTICLE VI: EXECUTIVE BOARD.....</b>	<b>22</b>
Sec. 1: Members.....	24
Sec. 2: Voting.....	24
Sec. 3: Duties.....	25
A. General.....	25
B. Review and Recommendation.....	25
C. Appointed Officers, Delegates, and Committee Chairs.....	25
D. Agenda Coordination.....	25
<b>ARTICLE VII: STANDING COMMITTEES.....</b>	<b>25</b>
Sec. 1: Standing Committees of NPU-T.....	26
A. Land Use/Zoning & Code Enforcement Committee:.....	26
B. Public Safety Committee:.....	26
C. Education Committee:.....	26
D. Transportation Committee.....	26
E. Finance Committee.....	26
F. Digital Media Committee.....	27
Sec. 2: Special Committees.....	27
Sec. 3: Adoption of Operating Procedures.....	27
<b>ARTICLE VIII - PARLIAMENTARY AUTHORITY AND PROCEDURES.....</b>	<b>27</b>
<b>ARTICLE IX: AMENDMENT OF BYLAWS.....</b>	<b>28</b>

Sec. 1: Appointment of Bylaws Committee.....	28
Sec. 2: Membership Recommendation.....	28
Sec. 3: Presentation of Submitted Recommendations:.....	28
Sec. 4: Vote on Bylaws:.....	29
Sec. 5: Submission of NPU-T Approved Bylaws:.....	29
Sec. 6: Effective Date of Bylaws:.....	29
SIGNATURE PAGE.....	30
DIRECTORY OF ACTIVE CNOS AND RAIOS.....	30
ADDENDA.....	31
EXHIBIT A - What is an NPU?.....	32
EXHIBIT B - Atlanta Code of Ordinances.....	33
EXHIBIT C - NPU-T Neighborhood Boundaries/Map.....	39
EXHIBIT D - Ethical Guidelines for Neighborhood Planning Unit Officers.....	40

**ARTICLE I - NAME**

The name of the Assembly Organization shall be

***The Neighborhood Planning Unit-T, (NPU-T)***, an unincorporated society of the City of Atlanta per Part III Code of Ordinances – Land Development Code, Part 6 Budget and Planning, Chapter 3. Planning, Article B, Neighborhood Planning, Sec. 6-3011 thru Sec. 6-3019.

## **ARTICLE II - PURPOSE**

### **Sec. 1: Purpose**

The Neighborhood Planning Unit-T Assembly, hereafter referred to as NPU-T, is hereby established for the purpose of advising the City of Atlanta through the Mayor, City Council Members, department officials, and representatives of the City of Atlanta, including officials of Atlanta Public Schools, Fulton County, and the State of Georgia, on matters affecting the comprehensive livability of the neighborhoods within the boundaries of the NPU-T.

The purpose of the Neighborhood Planning Unit - Exhibit A - is to serve as a forum for the public discussion of issues that concern the general livability of its neighborhoods and to perform any other task that is currently, or may in the future be, authorized under City of Atlanta (City) Code Sec. 6-3013, attached as Exhibit B. Matters shall include, but not be limited to, the environment, economic development, education, cultural affairs, historic preservation, zoning and land use, community facilities, traffic and transportation, public safety, parks and open spaces, bylaws and governance, finance, and social programs.

NPU-T will be responsible for sending information about new Associations to the City for inclusion in the City Directory. This act will confirm new Associations into the NPU-T.

### **Sec. 2: Bylaws**

Per Sec. 6-3016 of the City Code of Ordinances, attached as Exhibit B, the purpose of NPU-T Bylaws is to perfect the organization; to provide for the government, management and promotion of the affairs of the NPU-T; and to regulate the conduct of the officers and members of the NPU-T and define their obligations and responsibilities.

4 | Page

The bylaws shall be governed by the procedures of the latest authorized edition of Robert's Rules of Order, the 2011 edition copyright by Henry M. Roberts III latest edition for the Robert's Rules Association and shall be in accordance with the Code of Ordinances of the City of Atlanta, Georgia, as amended. The process for amending the NPU-T Bylaws is outlined in Article IX of this document NPU-T Bylaws shall be submitted annually to the City Bureau of Planning by September 30th for review and approval for compliance with City code requirements. The review is for clarity as to

voting procedures, fair representation of all interested parties within NPU-T, and a description of duties of any committees and officers. The said bylaws shall become effective January 1 of the following year. Per Sec. 6-3016 (Exhibit B), there is no attendance requirement when voting on NPU-T bylaws.

### **Sec. 3: Non-Discrimination Policy**

The City does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or physical disability. As an extension of the City government, NPU-T will abide by this policy for all matters which come before it for consideration. In recognition that the individual neighborhood associations are not elected officials, nor are they employees or agents of the City, NPU-T cannot hold individual neighborhood associations accountable for the same non-discrimination policy. If there are recommendations that are made to the NPU-T body by member associations which the applicant or community member believes are in violation of the City's policy, the NPU-T body shall have the discretion to discount or disregard said recommendation(s). In the event of any such claim, it shall also be within the discretion of the NPU-T Executive Board to investigate the allegation further. Such investigation will be conducted by an unbiased team appointed by the NPU-T Chairperson or Vice-Chair and approved by the NPU-T Executive Board. The Team will be composed of at least two (2) officers of NPU-T, and it shall prepare a written report for presentation at the NPU-T Executive Board meeting and then at the general meeting within thirty (30) days following the conclusion of the investigation.

## **ARTICLE III - MEMBERS**

### **Sec. 1: Classification/Qualification/Definitions**

Per Sec. 6.3012 of the City Code of Ordinances (Exhibit B),

Residents and Representatives, as defined below, are eligible for membership in NPU-T:

**Resident** shall mean any persons 18 years or older whose primary residence is within the boundaries of the NPU-T designated area;

5 | Page

**Representative** shall mean a designated person of any corporation, organization, institution or agency owning a property or business or practicing his or her profession within NPU-T.

Each resident or designated representative shall be eligible to participate in the activities of NPU-T and shall have voting privileges in NPU-T as specified in the following sections of this Article.

## Sec. 2: Proof of Eligibility for Membership

- A. **Residents** (per Sec. 6-3012 (4) of the Code of Ordinances of the City – Exhibit B) of NPU-T shall show either a Georgia Driver’s License, State of Georgia Identification Card, Voter Registration Card, Utility Bill (within the last ninety days), or other appropriate state sanctioned identification as proof of residency when requested. Each eligible resident shall have one vote.
- B. **Representatives** shall confirm their affiliation with proof of property located within the geographical area of NPU-T and with an official Letter of Introduction on the organization’s letterhead paper, along with a valid City of Atlanta Business License from the corporation, organization, institution or agency, which has a name and address of the place of business or profession in the NPU-T. Each approved Representative shall have one vote, according to the City Code Sec. 16-3012. Each new representative organization shall have an application that is approved by the Executive Board.
- C. In the event an approved Representative is unable to attend a meeting, the Executive Board shall be notified in writing of a substitute Representative. D. When a representative and resident are the same, the individual is entitled to cast only one vote.
- E. **Official NPU-T Book of Records.** With the collaboration of the Vice-Chair, Recording Secretary and Corresponding Secretary an official NPU-T Book of Records shall be maintained. The validations of NPU-T residents, as well as the validations of NPU-T corporation-, organization-, institution- or agency representatives, as well as NPU-T photos and meeting minutes shall be maintained and available at each NPU-T meeting. The Corresponding Secretary shall maintain the official records of the NPU.

## Sec. 3: Recognized Neighborhoods of NPU-T

Per the City’s website (<http://www.atlantaga.gov/index.aspx?page=404>), the City recognizes the following neighborhoods of NPU-T:

- Atlanta University Center
- Ashview Heights
- Beecher Donnelly

6 | Page

- Booker T. Washington
- Harris Chiles/College Town
- Just Us Neighbors
- The Villages at Castleberry Hill
- West End
- Westview

Many NPU-T residents have a sense of place that is grounded in one or more Historic Neighborhoods which the City doesn't officially recognize, but which still carry enduring significance for those who remember or feel in some way connected to them. Constituent Neighborhood Organizations have in the past been and may again be formed in recognition of such neighborhood identities.

## **Sec. 4: Constituent Neighborhood Organizations (“CNOs”)**

### **A. Requirements for CNOs**

As recognized components of NPU-T, each Constituent Neighborhood Organization (“CNO”) must be open and accountable to all residents within its geographical boundaries. To that end, a recognized CNO Neighborhood Organizations shall be governed by the following:

#### **1. Membership**

Eligibility for membership in a CNO shall be open to all residents within its boundaries (as defined in Sec.3, or based upon historical references) and the CNO's bylaws. If the CNO is a legal entity, it shall be chartered with the Georgia Secretary of State

<http://www.lexisnexis.com/hottopics/gacode/Default.asp> - Georgia Code (Official Code of Georgia Annotated (O.C.G.A.)) – Current Through the 2014 Regular Session, TITLE 14 - CORPORATIONS, PARTNERSHIPS, AND ASSOCIATIONS.

#### **2. Meetings**

Each CNO shall hold regularly scheduled meetings at a frequency of no less than eleven (11) meetings per year.

#### **3. Voting Procedures for Recognized CNOs**

The voting process and procedures of each CNO shall be stated in its respective Bylaws or Operating Agreement. Matters associated with the NPU-T process shall be placed on the agenda of regularly scheduled meetings of the neighborhood organization, and recorded in its minutes.

#### **4. Yearly Review** - In November, the CNO shall submit a copy of its Bylaws/Operating or Association Agreement, a list of officers for the

upcoming year, as well as a complete members list with addresses and a list of meeting dates, to the NPU-T Executive Board via the Vice-Chair, Recording Secretary or Corresponding Secretary. This information is submitted to the City for review and legal authorization.

Based on the submittals and authorization from the City, eligibility for the upcoming year will be determined by the Executive Board and

communicated by the Vice-Chair or Secretary, before the Executive Board votes. Neighborhood Organizations will still be required to show business license renewal for the New Year.

If the Executive Board finds a CNO to be out of compliance with the aforementioned requirements, that organization shall be noted as inactive until such time as the Executive Board finds that it has been brought into compliance. Being inactive, all rights and privileges, including attending and voting at Executive Board Meetings, are revoked as ratified by a 2/3rd majority vote of the Executive Board.

## **B. Current CNOs**

### **1. Active CNOs**

At the time of adoption of these bylaws, the following Neighborhood organizations are recognized to be in compliance with the requirements set forth above in Article III; Sec. 4 §A and are considered active NPU-T Constituent Neighborhood Organizations:

- i. Ashview Heights Community Association, Inc. (AHCA)
- ii. Atlanta University Center Neighborhood Association (AUCNA)
- iii. Beecher-Donnelly Community Association
- iv. Just Us Neighbors
- v. West End Neighborhood Development, Inc. (WEND)
- vi. Westview Community Organization, Inc. (WCO)

### **2. Inactive CNOs**

At the time of adoption of these bylaws, the following Neighborhood organizations are recognized to be out of compliance with the requirements set forth above in Article III; Sec. 4 §A and are considered inactive NPU-T Constituent Neighborhood Organizations:

- i. Booker T. Washington Community Association
- ii. Harris-Chiles/CollegeTown Community Association
- iii. West End Coalition Group, Inc.
- iv. Villages of Castleberry Hill

**8 | Page**

### **3. Reinstatement of Organizations to Active Status**

An inactive Constituent Neighborhood Organization may be restored to active status by Executive Board vote.

## **C. Becoming a CNO**

New Constituent Neighborhood Organizations shall be recognized if they meet the following criteria:

1. Request in writing to the NPU-T Executive Board via the Vice-Chair or the Recording Secretary, a desire to be an active participating organization member of NPU-T.
2. Reside or have a place of business within the boundaries of NPU-T, according to Article III, Sec. 2, *Proof of Eligibility for Membership*.
3. Submit bylaws, operating or association agreement, along with a list of officers, and a complete membership list with addresses to the NPU-T Executive Board via Vice-Chair or Recording Secretary.
4. Recognition of a new CNO will also be guided by the criterion that its inclusion in the NPU-T will substantially improve the representation and accountability of the NPU-T and its Executive Board.
5. Recognition of a new neighborhood organization shall require the approval of two-thirds of the Executive Board.
6. Upon approval of eligibility and recognition by the Executive Board, a resolution will be adopted by the NPU-T Executive Board and presented to the assembly for recognition of the new CNO.
7. The new CNO must be included on the City of Atlanta's Neighborhood website.

#### **D. Referral of Matters to Recognized CNO for Consultation**

On any matter that the City requires a vote by NPU-T, the matter in question shall first be referred to the appropriate NPU-T standing committee, then the appropriate CNO.

### **Sec. 5: "Recognized Associations, Institutions, and Organizations" for Business, Higher Education, and Non-Profit Purposes ("RAIOs")**

9 | Page

NPU-T has chosen to recognize Associations, Institutions, and Organizations for Business, Higher Education, and Non-Profit Purposes as needed to ensure the representation of all interested parties within the NPU. Business associations, institutions of higher education, and other organizations do not supplant or define neighborhoods within which they may occur. In an effort to reflect the importance of the residential character of NPU-T, each business association, institution of higher

education and recognized non-profit organization shall have one vote.

#### **A. Requirements for RAIOS**

Recognized Associations, Institutions, and Organizations for Business, Higher Education, and Non-Profit Purposes (“RAIOS”) shall be governed by the following:

1. Purpose - The RAIO must have a physical address located within the NPU-T, and documented as such on its business license. Additionally, the entity’s primary or secondary physical office space must be located within the NPU-T. The entity’s primary purpose must be the improvement of and greater good of NPU-T.
2. Membership - Eligibility for membership as a RAIO shall be open to organizations with current City of Atlanta Business Licenses, tax records, non-profit status, or other documentation that indicates the member is a bona fide business association, institution of higher education or non-profit organization in NPU-T, defined as a corporation, institution of higher education or agency which owns property or has a physical and primary place of business or profession within a geographically defined area of NPU-T. Each business organization shall have a minimum of eight registered members.
3. Meetings - RAIOS shall hold regularly scheduled meetings at a frequency of no less than eleven meetings per year, except Institutes of Higher Education, which shall be exempt from the internal monthly meeting requirement due to the complex organizational structure of such institutions. NPU-T recognized the uniqueness of these institutions. A designated representative from each RAIO shall attend no less than three (3) of the six (6) most recent NPU-T Executive Board Meetings.
4. Voting Procedures - The voting process and procedures of all RAIOS shall be stated in their respective Bylaws or Operating Agreement. Matters associated with the Neighborhood Planning Unit process shall be placed on the agenda of regularly scheduled meetings of the business associations and non-profit organizations and recorded in the minutes.

10 | Page

5. Official Records shall be maintained by each RAIO.
6. Yearly Review: In August, each RAIO shall submit a copy of its Bylaws/Operating or Association Agreement, a list of officers for the upcoming year, as well as a complete members list with addresses and a list of meeting dates, to the NPU-T Executive Board via the Vice-Chair, Recording Secretary or Corresponding Secretary. If no material or

changes have occurred to the Bylaws/Operating or Association Agreement since the original submission, each business association, institution of higher education and non-profit organization may submit a letter from the appropriate officer stating that fact. Documents regarding members and meeting dates shall be submitted. This information is submitted to the City for review and legal authorization.

Based on the submittals and authorization from the City, eligibility for the upcoming year will be determined by the Executive Board and communicated by the Vice-Chair, Recording Secretary or Corresponding Secretary, before the Executive Board votes.

To renew eligibility a RAIO shall provide official records, such as current City of Atlanta Business License, proof of non-profit status, if applicable, or other documentation that indicates the member is a bona fide RAIO owning property or a business within NPU-T.

## **B. Current RAIOs**

### **1. Active RAIOs**

At the time of adoption of these bylaws, the following RAIO's are considered to be in compliance with the requirements set forth above in Article III; Sec. 5 §A and are considered active NPU-T RAIOs:

#### **i. Atlanta University Center Consortium (AUCC)**

Because of the close proximity of the institutions, the boards of trustees and presidents of the colleges began to assess ways in which they could utilize their services and resources more effectively and efficiently. Thus, the Atlanta University Center Consortium was formed to coordinate and manage the cooperative efforts of various programs and services offered by the colleges. *(Excerpt from the history of the AUCC).*

#### **ii. Clark Atlanta University**

#### **iii. Interdenominational Theological Center**

#### **iv. Morehouse College**

#### **v. Morehouse School of Medicine**

#### **vi. Morris Brown College**

#### **vii. Spelman College**

#### **viii. West View Commercial Corridor**

#### **ix. West End Merchants Coalition (WEMC)**

#### **x. Westview Commercial District Association**

#### **xi. University Community Development Corporation (UCDC)**

### **2. Inactive RAIOs**

At the time of adoption of these bylaws, the following RAIOs are considered to be out of compliance with the requirements set forth above in Article III; Sec. 5 §A and are considered inactive NPU-T RAIOs:

### 3. Reinstatement of RAIOS to Active Status

An inactive RAIO may be restored to active status by Executive Board vote.

#### **C. Becoming a RAIO**

New RAIO's shall be recognized if they meet the following criteria:

1. A request in writing to the NPU-T Executive Board via the Vice-Chair or the Recording Secretary, stating reasons for wanting to be an active participating business organization member of NPU-T.
2. Reside or have a recognized place of business within the boundaries of NPU-T, according to Article III, Sec. 2, Proof of Eligibility for Membership
3. Submit a copy of current bylaws/operating or association agreement, a list of officers, a complete membership list with addresses, current City of Atlanta business license and proof of non-profit status to the NPU-T Executive Board via the Vice-Chair, Recording Secretary or Corresponding Secretary.
4. Recognition of RAIOS will also be guided by the criterion that its inclusion in the NPU-T will substantially improve the representation and accountability of the NPU-T and its Executive Board.

Recognition of a new RAIO shall require the approval of two-thirds of the Executive Board.

5. Upon approval of eligibility and recognition by the Executive Board, a resolution will be adopted by the NPU-T Executive Board and presented to the assembly for recognition of the new business association, institution of higher education or non-profit organization.

#### **Sec. 6: Discipline, Removal of a RAIO, Representative, or Officer**

- A. The removal of a RAIO, recognized representative or an Elected Officer is legitimate when the said Association, Institution, Organization, Representative or Officer is in violation of the City of Atlanta's Code of Ethics. Located in Sec. 2-801, 2-824 of the Atlanta Code of Ordinances.
- B. If a RAIO fails to meet eleven (11) times per calendar year it is deemed an inactive member of NPU-T. Being an inactive member, all rights and privileges, including voting are revoked.
- C. Other criteria for disciplinary action—which may include loss of voting eligibility, removal of office, removal as representative or removal of an organization are:

12 | Page

- Repeated or blatant violation of current NPU –T bylaws
- Failure or inability to perform duties

- Violation of the NPU-T / City of Atlanta Non-Discrimination Policy
- Conflicts of Interest
- Absent from three (3) consecutive NPU-T Executive Board meetings. The removal of a RAIO, recognized representative, or an Elected Officer is legitimate when the said Association, Institution, Organization, Representative or Officer is in violation of the City of Atlanta's Code of Ethics. Located in Sec.s 2-801 – 2-824 of the Atlanta Code of Ordinances.

D. A motion to consider the discipline of a RAIO, Representative, or Officer shall be made during the New Business portion of any regular meeting. If the motion receives a majority vote, the issue shall be placed on the agenda for the following Executive Board meeting.

The Executive Board must review all material concerning disciplinary action. Notice must be given in writing from the Executive Board to the RAIO or individual as to date and time of review.

The affected individual or entity shall be provided the opportunity to respond. After evaluation, the Executive Board will draw a conclusion and vote. A recommendation, based on the voting outcome, will be put on the next general body meeting agenda, and presented to the general body for consideration. The final decision as to disciplinary action, including removal, shall be that of the general body.

A 2/3 majority of the Executive Board as well as the eligible General Body members present at the general meeting, shall result in disciplinary action, up to and including removal.

E. Officers standing for City or Municipal Election: Any NPU-T officer who has filed with the municipal clerk or other designated authority his or her intent to either

form a campaign committee or to raise funds for election to any City of Atlanta office, shall be ineligible to be an officer of NPU-T. Any person taking the actions listed above shall be deemed to have resigned from his or her position as an officer contemporaneously with the taking of any of the actions listed above.

## **Sec. 7: Voting**

A. For all voting matters, a quorum must be established and recorded in the meeting minutes. Five (5) members of the Executive Board must be present at Executive Board meetings and at General Body meetings, in order to constitute a quorum. Voting matters are defined as matters that the city requires a general body vote by NPU-T; other voting matters will be designated and determined by the City of Atlanta and/or the NPU-T Executive Board.

B. All eligible members 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any eligible business association, institution of higher education, or non-profit organization, which owns property or has a place of business within the NPU-T, according to the requirements set forth in Article III, Sec.s 1 – 5, shall have one (1) vote.

### **C. Attendance Requirements**

1. Members must attend at least three (3) of the last six (6) meetings in order to vote on general NPU-T issues. Meetings do not have to be consecutive as well as NPU-T Elections.
2. Executive Board members or their approved delegates must attend at least three (3) of the last six (6) meetings in order to vote on Executive Board issues.
3. Voting eligibility will be known at time of sign-in, according to the Attendance Records. At General Body meetings, eligible voters will be given a numbered paddle for voting.
4. It is the member's responsibility to sign-in on the approved Attendance Sheets.
5. There is no attendance requirement for voting on bylaws and amendments.

D. Members may hold office in only one NPU. Each eligible member shall have one vote and shall have the right to exercise that vote on all issues which come before the NPU-T. The NPU-T may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such eligible members without attendance requirements, dues, payments, or any other limitation.

## **14 | Page**

E. All actions of NPU-T shall be decided by majority vote of those eligible voters in attendance at a regularly scheduled NPU-T meeting, except as otherwise provided in the bylaws. Proxies will not be accepted. The outcome of a vote shall be counted by the Chairperson or another Executive Board Member and confirmed by the Vice-Chair, or any other Executive Board Member, or by the City Planner. Written ballots shall be

required for election of officers, unless ballots are being cast electronically or a combination of written and electronic

ballots or may be utilized at the discretion of the presiding officer. Written ballots will be counted and recorded by Tellers (i.e. ballot counters appointed by the presiding officer) and electronic ballots will utilize a City of Atlanta-approved virtual platform to tally those votes. Blank ballots indicate no preference, and shall be treated as abstentions.

F. NPU-T shall afford the first opportunity of making a motion on issues to the appropriate Committee Chair and/or their designee, If Committee Chair/designee is unavailable first opportunity goes to the Impacted Community's Executive. Per Robert's Rules of Order, the Chairperson may accept/reject any motion from the floor other than special motions.

G. Anyone with a direct financial interest in a case being voted on must abstain from voting on said case. This does not apply to the bylaws vote, as described above in Sections C and D of this Article.

H. Any business matter shall be judged by the voting members of NPU-T according to the criterion of serving the greatest good of the community. The burden of proof in all business matters shall lie with the applicant.

I. All NPU-T votes shall be recorded in the minutes.

J. The Chairperson can cast a deciding vote.

1. If the Chairperson is a member of the assembly, they can vote as any member when the vote is by ballot. In all other cases the presiding officer, if a member of the assembly, can vote whenever their vote will affect the result. They can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, they can vote either to cause or to block the attainment of the necessary two thirds.

2. On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority, Thus, if there is a tie without the Chairperson's vote, the presiding officer can, if they are a member, vote in the affirmative, thereby causing the motion to be adopted; or if there is one more in the affirmative than in the negative without the Chairperson's vote (for example, if there are 72 votes in favor and 71 opposed), the Chairperson can vote in the negative to create a tie, thus causing the motion to be rejected.

*(Robert's Rules of Order, 11<sup>th</sup> Edition; Henry M. Robert, III; page 405;  
Lines 19-35)*

## **ARTICLE IV - OFFICERS**

## **Sec. 1: Positions and Elections**

### **A. Elected Positions**

The Officers of NPU-T shall include the following:

- Chairperson, or Presiding Officer
- Vice-Chair, or Alternate Presiding Officer
- Secretary

### **B. Requirements for Office**

1. A Candidate for Chair shall have served as an officer in a CNO or as an officer for NPU-T, and he or she must provide documentation from the City of Atlanta's Planning Office as having taken the City of Atlanta's Parliamentary Procedure course.
2. No more than two of these positions may be held by members from the same CNO.
3. Any Candidate for Office must be a Resident or Representative of NPU-T, as defined in Art. III Sec. 2 and must be eligible to vote in accordance with Article III; Sec. 7 §C at the time of their nomination.

### **C. Term of Office**

The Elected Term of two (2) years for each Officer shall commence on January 1st and conclude on December 31st of the second year.

### **D. Election Timeline**

1. September General Body meeting: Elections and a call for nominations shall be announced for the positions listed above in Sec.1 §A.
2. October General Body meeting: Nominations must be made and announced, at which time printed biographies shall be given to the Nominating Committee, which will vet each candidate and determine eligibility.
3. November Executive Board and General Body meetings: The Nominating Committee will announce eligible candidates. Elections shall be held at the General Body meeting.
4. December: The retiring Officers shall work in concert with their successors to ensure that any outstanding NPU-T business is resolved prior to the commencement of the new term.

5. January General Body Meeting: New Officers shall be sworn in.

#### **E. Election Procedure**

1. Election of Officers shall be conducted in accordance with the voting rules and procedures as outlined in Art. III Sec. 7.
2. Officers shall be elected by majority vote.
3. In the event of a tie vote Chairperson shall cast deciding vote except for the Chairperson Office. The Nominating Chairperson shall cast the deciding vote when a tie vote occurs for the Chairperson Office.

### **Sec. 2: Job Duties**

#### **A. Chairperson**

1. Collaborate with the Executive Board to draft the meeting agenda;
  2. Represent the Executive Board and act as Presiding Officer at all Executive and General NPU-T Meetings;
  3. Call the meetings to order;
  4. Present the agenda.
  5. Maintain order during all meetings;
  6. Announce all business, making it clear to all members the questions at hand;
  7. Excuse meeting absences, where appropriate;
  8. Recommend NPU committee chairs to the Executive Board for approval; 9. Collaborate with the Executive Board on the appointment of a delegate and an alternate delegate to the Atlanta Planning Advisory Board;
  10. Collaborate with the Executive Board to ensure that the Comprehensive Development Plan (CDP) is reviewed in a timely manner;
  11. Collaborate with the Executive Board and to represent the NPU and the Executive Board as the principal correspondent with the City of Atlanta regarding actions taken by NPU-T. This responsibility may be delegated at the Chairperson's and the Executive Board's discretion;
  12. Act on behalf of NPU-T and the Executive Board regarding NPU issues between regular meetings - especially regarding time sensitive issues; and
  13. Collaborate with the Executive Board on all authority not otherwise granted to another Officer.
- 17 | Page
14. Exercise special voting privileges in specific circumstances, as defined in Art. III Sec. 7 §J
  15. Oversee the financial health of the organization and ensure that comprehensive financial reports are prepared and presented to the Board;
  16. Chair will establish Bank Accounts as agreed to by the Executive Board and ensure orderly transfer of account documentation during NPU-T

- tenure changes;
17. Chair will assign signature permissions to Vice-Chair and Finance Committee Chair;

## **B. Vice-Chair**

1. Act as presiding officer in the absence of the Chairperson;
2. Administer the electoral process in accordance with Article II;
3. Chair the Governance Committee, standing rules and bylaws; and
4. Promote the functioning of all NPU-T committees.
5. Collaborate closely with the Finance Committee to develop and propose the annual budget to the Board for approval
6. Facilitate and oversee the engagement of external auditors and ensure compliance with all applicable financial regulations;
7. All outgoing checks shall require signatures by both the Vice-chair and the Finance Committee Chair respectively;
8. In circumstances where the Vice-Chairperson and Finance Committee Chairperson are of relation to one another, the Chairperson shall assume the fiscal duties of the Vice-Chairperson per final approval of the Executive Board;

## **C. Secretary**

1. Maintain a roster of general meeting attendance and of Executive Board meeting attendance;
2. Verify memberships and record the information in the NPU-T Official Book of Records (attendance, motions, and vote outcomes);
3. Verify voting eligibility, and assure paddles and/or ballots are distributed accordingly;
4. Work with the Nominating Committee to determine eligibility of candidates nominated for an office of the NPU-T;
5. Determine the number of ballots needed and prepare a list of eligible voters before the December elections, for use by the Nominating Committee;

18 | Page

6. Assure that all records are filed with the City of Atlanta Bureau of Planning within fourteen (14) days;
7. Maintain accurate records for the NPU-T Official Book of Records;
8. Keep accurate written and/or electronic records of NPU-T proceedings;
9. Ensure the minutes of NPU-T proceedings are published and distributed to the appropriate bodies in NPU-T;

10. Call the roll, if necessary, and record the votes, which shall be included in the Meeting Minutes.
11. Ensure timely communications with the Executive Board;
12. Ensure the distribution of notices to the Executive Board for further distribution to the organizations, institutions, agencies, or businesses he or she represents.

#### **D. Sergeant-at-Arms**

1. The Sergeant-at-Arms shall be appointed by the Chairperson and ratified by the Executive Board.
2. The Sergeant-at-Arms assures orderly and productive NPU-T meetings.
3. Tasks include:
  - a. Preparing for the meeting (venue, chairs, tables, etc).
  - b. Setting up all broadcasting, streaming and recording/audio equipment.
    - i. Maintaining quality of broadcast for the duration of the meeting.
  - c. Attend tenant meetings as appropriate;
  - d. Maintain contact and communication with host space;
  - e. Maintaining order.
  - f. Maintaining property.

#### **Sec. 3: Adoption of Operating Procedures.**

The Chairperson of NPU-T and the Executive Board shall adopt whatever written operating procedures which are necessary and proper with regard to the functioning of NPU-T. Said operating procedures must be consistent with these bylaws as well as any applicable City Ordinances, State Laws, Federal Law, and other applicable legal authority.

## **Sec. 4: Financial Disclosure**

For purposes of filing a City of Atlanta's annual financial disclosure, the following offices are required to submit information on an annual basis:

- Chairperson
- Vice-Chair
- ABAB Delegate.

## **Sec. 5: Vacancies**

The power to appoint or elect persons to an office or committee, carries with it the power to accept resignations, as well as the power to fill any vacancy which may occur.

A. In the case of a vacancy of an NPU-T Executive Board member – except Representatives of Constituent Neighborhood Organizations and Business Organizations – the Executive Board has full power and authority to manage the NPU-T's affairs, and to fill the vacancy between NPU-T General Body meetings. The Executive Board may recommend and nominate a person to fill the vacancy. The General Body may also nominate a person to fill the vacancy. Candidates must be vetted, and a final list of nominees will be approved by the Executive Board and presented to the General Body for voting the person to fill the vacancy.

B. A Representative of any NPU-T Recognized Constituent Neighborhood Organization who vacates their position on the Executive Board, shall be replaced by their respective neighborhood organization within 30 days. The NPU-T Chairperson must be notified in writing by an authoritative neighborhood organization board member of the person to fill the vacancy. The replacement must meet member eligibility requirements as stated in these bylaws.

C. A Representative of any NPU-T Recognized Business Organization who vacates their position on the Executive Board, shall be replaced by their respective business organization within 30 days. The NPU-T Chairperson must be notified in writing by an authoritative business organization board member of the person to fill the vacancy. The replacement must meet business member eligibility requirements as stated in these bylaws.

- D. If the Office of the Chairperson is vacated, the Vice-Chair becomes Chairperson. An ad-hoc nominating committee will be selected for a Vice-Chair.

## ARTICLE V: MEETINGS

- A. The NPU-T **Executive Board** shall meet once per month during the week before the general body meeting. Meeting location shall be within the boundaries of the NPU-T or via virtual platforms allowing all members to connect, hear and be heard by all attendees, and published.
- B. The NPU-T **General Body** shall meet once per month, on the second Wednesday, at 7:00PM, unless otherwise agreed upon by the General Body at the previous month's meeting. Meeting location shall be within the boundaries of the NPU-T or via virtual platforms allowing all members to connect, hear and be heard by all attendees and published for the General Body.
- C. NPU-T Meeting **Agenda** shall follow the following Order, according to basic parliamentary procedure:
- **Call to Order** – on time; one rap of gavel; “The meeting will come to order.”
  - **Opening Ceremonies** (optional) such as Invocation, Pledge of Allegiance to the Flag of the USA, Inspiration, Welcome and Introductions
  - **Establish a Quorum**
    - ◇ Attendance Check
    - ◇ Roll Call, if required
    - ◇ Adopt Agenda
      - as presented
      - as amended/corrected
  - **Standard Order of Business**
    - ◇ Minutes – Minutes are approved in chronological order; No motion is required; The Chairperson asks: *Are there any corrections to the*

*minutes?*; Minutes are adopted as presented, mailed, corrected, etc.

- ◇ Outside Reports (city/county) representatives - report in the order listed in the bylaws.
- ◇ Standing Committees - report in the order listed in the bylaws.
- ◇ Special Committee Reports – special committees report in the

order they were established; special committees cease to exist after their final report.

- ◇ Special Orders – Items postponed from the previous meeting by a majority of those voted, may be considered at a specific time, and may interrupt business; Items required by the bylaws to be handled at a particular meeting.
- ◇ Unfinished Business – Items on the agenda and not completed at the last meeting; Items postponed from the last meeting.
- ◇ New Business – Any non-voting new item of business can be introduced when no other question is pending.
- **Closing Activities**
  - ◇ Good of the Order (NPU-T)
  - ◇ Announcements
  - ◇ Program
  - ◇ Adjournment

## **ARTICLE VI: EXECUTIVE BOARD**

### **Sec. 1: Members**

The Executive Board of NPU-T shall be comprised of:

A. Elected Officers (*Listed in Article IV; Sec. 1 §A*)

B. Appointed Officers/Delegates

1. Parliamentarian (*See Sec. 3 §C.1, below*)

The Parliamentarian is a non-voting member. The Parliamentarian must maintain a position of impartiality, and therefore does not make motions, participate in debate or vote on any question except in the case of a ballot vote. (Robert's Rules of Order, 11<sup>th</sup> Edition; Henry M. Robert III; page 467 most current edition)

2. APAB Delegate (*See Sec. 3 §C.2, below*)

C. Chairs of Standing Committees (*Specified in Article VII*)

D. One Representative from each Active CNO, (*listed in Art.III; Sec.4 §B.1*)

E. One Representative from each Active RAIO (*listed in Art. III; Sec.5 §B.1*)

22 | Page

### **Sec. 2: Voting**

A. Quorum

A quorum will be five (5) voting members plus the Chairperson.

B. The Chairperson votes only in the event of a ballot vote or in the event of affecting the outcome. (*See Art. III; Sec. 7 §J*)

C. The Parliamentarian votes only in the event of a ballot vote. (*See Sec. 1, §B.1*)

- D. Each voting member will receive one (1) vote.
- E. To be eligible to vote at the Executive Board meetings, members must attend three (3) of the immediate past six (6) meetings as confirmed by monthly attendance sheets maintained by the Recording Secretary.

### **Sec. 3: Duties**

#### **A. General**

- 1. The Executive Board shall work to formulate policies and recommendations that benefit NPU-T, and it shall promote such policies and recommendations to the appropriate governmental entities.
- 2. It is the duty of each Executive Board member to be familiar with the current bylaws. As such, each Executive Board member is recommended to attend the City of Atlanta's Parliamentary Procedures annual session.

#### **B. Review and Recommendation**

- 1. The Executive Board reviews and votes to make recommendations to the General Body on matters including, but not limited to:
  - i. Rezoning
  - ii. Special use permits
  - iii. Special exceptions
  - iv. Variance requests
  - v. Proposed new ordinances and grants
  - vi. Liquor license applications
  - vii. Land use matters
  - viii. Letters of support
- 2. Unless stipulated otherwise, a simple majority vote of the voting members present at a properly constituted monthly meeting shall become the recommendation of the Executive Board to the General Body.
- 3. With regard to letters of support, the Executive Board may preempt a General Body vote and exercise final decision-making authority over the issuance or denial of such letters, or it may delegate the decision to the General Body for a vote, in which case such a vote would constitute the final determination of the course of action to be taken.

23 | Page

- 4. All applications and/or issues requiring zoning changes /issues must be reviewed by the zoning and land use committee for review and the affected neighborhood prior to a vote or Letter of Support from the NPU-T, these matters shall be reviewed first by the Executive Board, so as to make an informed recommendation to the general body. It is highly

recommended that impacted neighborhoods be aware and informed of these issues, and their representatives voice the impacted neighborhoods' recommendations to the Executive Board. If such a review has not occurred by the following Executive Board meeting, then the NPU-T shall have the authority to take action absent the recommendation of the impacted neighborhood(s).

**C. Appointed Officers, Delegates, and Committee Chairs**

1. The Executive Board shall work in collaboration with the Chairperson to appoint a Parliamentarian, who will serve on the Executive Board.
2. The Executive Board shall collaborate with the Chairperson to appoint a Delegate and an Alternate Delegate to the Atlanta Planning Advisory Board (APAB). Only the Delegate shall serve on the Executive Board. In the event the Delegate cannot attend an Executive Board meeting, the Alternate Delegate may represent him/her, and vote in their place.
3. The Executive Board shall collaborate with the Chairperson to appoint Chairs of Standing Committees.

**D. Agenda Coordination**

1. All presentations shall be listed on the Agenda. It will be the discretion of the Executive Board to enact a Presentation Policy.
2. The Executive Board shall assist the Chairperson in preparing the Agenda for the General Body Meeting.

**ARTICLE VII: STANDING COMMITTEES**

NPU-T shall create Standing Committees as it deems necessary and proper to the operation of NPU-T. A Standing Committee shall operate on a continuous basis. Each Standing Committee shall have at least one regularly scheduled meeting per quarter. The time and place for each meeting shall be announced at each regular NPU-T meeting. The NPU-T Chairperson shall recommend a person to chair the current standing committees. Upon approval the Chairperson of the standing committee becomes a member of the Executive Board. The Chair of each Standing Committee shall be responsible for reporting its activities to the Executive Board and to the General Body. Anyone may join a Standing Committee.

**Sec. 1: Standing Committees of NPU-T**

**A. Land Use/Zoning & Code Enforcement Committee:**

- o shall consider issues related to land use, zoning, economic development, code enforcement, urban design and historic preservation and shall make

- recommendations to the NPU-T in such matters;
- shall understand upcoming legislation and its impact on the NPU, and make recommendations to the NPU-T;
- shall work with volunteers to put together a strong, effective committee to monitor and report issues that affect residential and commercial areas within the NPU-T, collaborating with impacted neighborhoods, as necessary
- shall represent the NPU-T at AUDC, LRB, BZA and ZRB and APAB zoning committee as necessary, and report outcomes to the NPU-T.

**B. Public Safety Committee:**

- shall consider issues related to police and fire protection, transportation, quality of life, crime prevention and crime watches;
- shall collaborate with Code Enforcement committee for alcohol and festival permits to determine if there are code violations and a public safety issue;
- shall interface with committees from neighborhood associations within the NPU-T boundaries to monitor neighborhoods and report violations;
- shall be aware of public activities and events within the NPU-T boundaries, and prepare recommendations based on applications submitted for voting;
- shall work with volunteers to form a strong, effective committee to monitor and report issues that affect residential and commercial areas within the NPU-T, collaborating with impacted neighborhoods, as necessary, and reporting concerns to the Executive Board.

**C. Education Committee:**

- shall motivate increased community participation in PTAs and mentoring programs;
- shall monitor Board of Education meetings and report to NPU-T;
- shall facilitate opportunities to educate residents in NPU-T on civic responsibility, leadership and service;
- shall monitor matters related to academic education and technical training available to NPU-T residents

**D. Transportation Committee**

- Something here?

**E. Finance Committee Chairperson**

1. Ensure the organization meets all financial obligations in a timely manner, operating within the approved budget;
  2. Report regularly on the organization's financial status during Board meetings;
  3. Finance Committee Chair shall sign all outgoing checks per approval of Vice-Chairperson;
  4. Finance Committee Chair shall approve all invoice requests and submit to Vice-chair for final approval;
  5. All outgoing checks shall require two signatures by Vice-chair and Finance Committee Chair; **E. Finance Committee Chairperson**
1. Ensure the organization meets all financial obligations in a timely manner, operating within the approved budget;
  2. Report regularly on the organization's financial status during Board meetings;
  3. Finance Committee Chair shall sign all outgoing checks per approval of Vice-Chairperson;
  4. Finance Committee Chair shall approve all invoice requests and submit to Vice-chair for final approval;
  5. All outgoing checks shall require two signatures by Vice-chair and Finance Committee Chair;

## **F. Digital Media Committee**

6. The Digital Media Administrator shall be appointed by the Chairperson and ratified by the Executive Board and shall act as guardian for all online presence for NPU-T.
7. Secondary authentication for all digital platforms shall be given to the Chairperson through access to all passwords, password changes and updates.
8. The Digital Media Administrator shall adhere to all Bylaw articles regarding non-politicization of digital platforms.
9. The Digital Media Administrator maintains NPU-T's online presence while assuring alignment with NPU-T branding, opinions and beliefs.
10. Tasks include:

### **26 | Page**

- a. Updating the website with meeting minutes monthly.
- b. Updating the website with Bylaws annually.
- c. Updating the website with current officers.
- d. Maintaining events calendar with neighborhood meetings, cultural,

social and community events.

### **Sec. 2: Special Committees**

The Presiding Officer and the Executive Board may appoint the Chair and membership of a Special Committee for the purpose of investigating an issue and reporting its findings to NPU-T. All residents are eligible to be members of a Special Committee. The NPU-T Presiding Officer shall designate for the minutes, the purpose of the Special Committee, its Chair, Secretary and membership, its budget, if applicable, and its duration.

### **Sec. 3: Adoption of Operating Procedures.**

The Chair of any Standing or Special Committee may adopt whatever operating procedures that Committee Chair finds to be necessary and proper with regard to the functioning of that Committee. Said operating procedures must be consistent with the current bylaws as well as any applicable City Ordinances, State Law, Federal Law, and other applicable legal authority.

These procedures shall be adopted by said committee, approved by the Executive Board, and given to the Chairperson for inclusion in the NPU-T Book of Records.

## **ARTICLE VIII - PARLIAMENTARY AUTHORITY AND PROCEDURES**

The Parliamentary Procedures shall be governed by the latest authorized 12th Edition of Robert's Rules of Order (as of this writing, the 2020 copyright by Henry M. Roberts III, Trustee for the Robert's Rules Association).

\*A Parliamentarian shall be appointed by the Chairperson and approved by the Executive Board. The Chairperson should be free to appoint one in whom he/she has confidence. Upon approval, the Parliamentarian becomes a member of the Executive Board.

The Parliamentarian is a consultant, who advises the Chairperson and other Officers, Committees and Members on matters of parliamentary procedure, and should be familiar with parliamentary procedure, protocol and current bylaws.

The Parliamentarian must provide documentation from the City of Atlanta's Planning Office, as having taken the City of Atlanta's Parliamentary Procedure course.

The Parliamentarian shall prioritize their time in order to be present at each Executive Board meeting and at each General Body meeting.

The Chairperson, knowing in advance of business to come before the Executive Board

or the General Body, should confer with the Parliamentarian in advance of the meetings, to discuss possible issues that may arise, and to avoid, as much as possible, frequent consultations during meetings. For this, the Parliamentarian shall be prepared.

During a meeting, the work of the Parliamentarian should be limited to giving advice to the Chairperson and, when requested, to any member.

It is the duty of the Parliamentarian – as inconspicuously as possible – to call the attention of the Chairperson to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.

It is not necessary for the Parliamentarian to wait until asked for advice, but to see a problem developing and to head it off with a few words to the Chairperson. The Parliamentarian shall be seated next to the Chairperson at all meetings.

If a matter requires consultation, it will be appropriate for the Chairperson to ask the assembly to “stand at ease” during the consultation. This way, the Chairperson will be in a position to act promptly at the correct time and be fully informed.

Only on the most involved matters should the Parliamentarian be called upon to speak to the assembly.

(\*refer to Robert’s Rules of Order; CURRENT Edition; Henry M. Robert III;)

## **ARTICLE IX: AMENDMENT OF BYLAWS**

### **Sec. 1: Appointment of Bylaws Committee**

The Bylaws Committee Chair shall be appointed at the June meeting by the Chairperson in collaboration with the Executive Board; The Bylaws Committee shall be a Special Committee, and shall serve until December 31st of the current year.

### **Sec. 2: Membership Recommendation**

The membership shall submit all amendment recommendations to the Bylaws Committee by the August general body meeting. Recommendations may be submitted beginning with the appointment of the Bylaws Committee Chair in June.

28 | Page

### **Sec. 3: Presentation of Submitted Recommendations:**

The Bylaws Committee shall present amendment recommendations at the August Executive Board meeting.

### **Sec. 4: Vote on Bylaws:**

The Bylaws shall be amended by a 2/3 majority of members present and voting by the General Body Meeting. There is no attendance requirement for voting on bylaws and amendments.

**Sec. 5: Submission of NPU-T Approved Bylaws:**

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

**Sec. 6: Effective Date of Bylaws:**

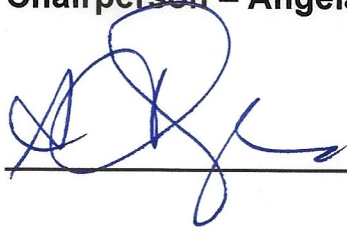
Approved Bylaws become effective January 1st of the following year, after being reviewed and approved by the City of Atlanta, Bureau of Planning, unless otherwise specified in an Amendment.

**SIGNATURE PAGE**

IN WITNESS WHEREOF, this Resolution was hereby executed as of

September 30, 2025 by the following NPU-T Executive Board:

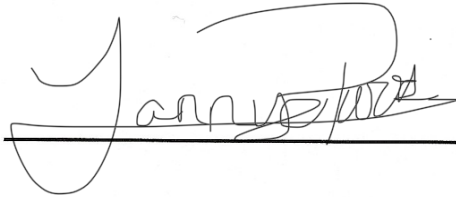
**Chairperson – Angela Clyde**



Date

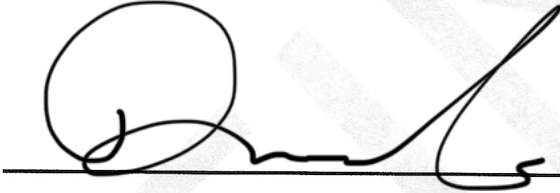
09/24/2025

**Vice-Chair - Tannyce Parris**



Date 9/26/25

**Secretary - Dave Mardis**



Date

9/25/25

30 | Page

**DIRECTORY OF ACTIVE CNOS AND RAIOS**

CNO	Representative	Contact Info	Meets
Ashview Heights Community Association, Inc. (AHCA)	Melody Blount President		

Atlanta University Center Neighborhood Association (AUCNA)	Lyndon Greene, President		
Beecher-Donnelly Community Association	Allegra El Sayed, President		
Just Us Neighbors	Lisa Stines President		
West End Neighborhood Development, Inc. (WEND)	Tony McNeal President		
Westview Community Organization (WCO)	Dustin Mitchell Scott		

RAIO	Representative	Contact Info	Meets
Clark Atlanta University			
Interdenominational Theological Center			
Morehouse College	Gwen Cain		
Morehouse School of Medicine			
Morris Brown College			
Spelman College			
University Community Development Corp			
West End Merchants Coalition	Myrna Fuller		
Westview Commercial District Association			

West End Community Improvement District			
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NOTE

West End Merchants Coalition-Myrna Fuller President

Westview Commercial Corridor Kiyomi Rollins, President

**ADDENDA**

## **EXHIBIT A - What is an NPU?**

### **What is an NPU?**

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.

<http://www.atlantaga.gov/index.aspx?page=739>

## **EXHIBIT B - Atlanta Code of Ordinances**

Atlanta, Georgia Code of Ordinances Part III – Code of Ordinances-Land Development Code/Part 6-Budget and Planning/Chapter 3-Planning/Article B. Neighborhood Planning/ Sec.s 6-3011-3019

### **ARTICLE B. - NEIGHBORHOOD PLANNING**

Sec. 6-3011. - Statement of policy and purpose.

Sec. 6-3012. - Definitions.

Sec. 6-3013. - Neighborhood planning units.

Sec. 6-3014. - Public hearings.

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

Sec. 6-3016. - Bylaws.

Sec. 6-3017. - Elections.

Sec. 6-3018. - Voting procedures.

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

### **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 is 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:

35 | Page

(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 NPU, means (1) a geographic area composed of one or more contiguous neighborhoods, which have

been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (2) a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.

(3) *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the NPU Each resident may hold office in only one NPU Each resident, meaning any person who resides within the NPU, 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 NPU; provided that an NPU 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.**

36 | Page

(a) *Designation.* The department of planning, development and neighborhood conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of this chapter, which shall include all areas of the city. NPU's may comprise as many or as few neighborhoods as practicable and may cross council district boundaries. The designation of the NPU 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 NPU 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 no less than one public hearing for each study area prior to the preparation of any comprehensive development plan.

37 | Page

(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 NPU 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) NPU 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 NPU 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 NPU 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 NPU has complied with subsection (a) above.

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

**Sec. 6-3017. - Elections.**

(a) Elections shall take place during October or November of every calendar year. If an election(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 Chair 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 NPU

(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.**

**39 | Page**

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)

## **EXHIBIT C - NPU-T Neighborhood Boundaries/Map**

## **EXHIBIT D - 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 personal or financial interests. By following the standards established in sections 2-801 to 2-824 of the code, officers in the city's neighborhood planning units help the City of Atlanta gain the full trust of its citizens as a government that conducts itself in an open, honest, and fair manner.

### **Key Ethics Principles Every NPU Officer Needs to Know**

- An NPU officer should strive to serve the best interests of the City

- 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 decision
- Having a conflict of interest does not mean that you have done something wrong; it simply means that you have a financial or personal interest that disqualifies you
- Violating the Code of Ethics may lead to monetary fines, public reprimands, and criminal penalties

### Persons Affected by the Ethics Code

The Code of Ethics applies to NPU officers. The bylaws of each NPU establish the officers of that NPU, and they are the officials subject to the ethics code, with one exception. In order to establish a uniform, city-wide rule on financial disclosure, the Board of Ethics has interpreted "officers of neighborhood planning units," for purposes of filing an annual financial disclosure statement, as the chair, president, or presiding officer and the first vice chair, vice president, or alternate presiding officer.

Example: Officer A is elected as vice chair of her NPU, after serving as secretary the previous year. She is subject to the Code of Ethics both years and is required to file an annual financial disclosure statement in the year she serves as vice chair.

Conflicts of Interest. A conflict of interest occurs when a city official has a financial or personal interest in a decision pending before the individual or the NPU. Example: An NPU secretary is a real estate agent who has been retained as a sales agent by a property owner. The property owner appears at an NPU meeting to seek

### 42 | Page

support for a rezoning. The NPU secretary has a financial interest in the zoning matter based on her sales contract with the property owner.

### Remedies for Conflicts

1. Disqualification. When a conflict of interest is based on a direct financial interest, the NPU officer is disqualified from participating in the matter. The officer must:

a. refrain from discussing, deliberating, voting, or participating in the matter b.

disclose the financial interest orally at the meeting where the matter is discussed c.

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

d. complete the online Disclosure of Conflicts of Interest Report.

Example: The NPU secretary retained as the property owner's agent should announce at the meeting that she is disqualified from participating based on her contract with the zoning applicant, note her recusal in the NPU's minutes, and file an online conflicts disclosure report.

2. Disclosure. Most NPU officers have at least an indirect financial interest in matters pending before their NPU concerning applications for liquor licenses, rezoning, and special use exceptions because any decision may affect property values in the neighborhood. If NPU officers were disqualified from voting on matters based on this type of financial interest, it could discourage members from serving as officers. If both officers and members were disqualified from participating, it could result in disenfranchising a majority of the members present at a meeting.

Example: An NPU vice chair owns property in a block where a developer has filed an application for a proposed subdivision. Although the vice chair has an indirect financial interest, this interest is too general, remote, and widespread to create a conflict that disqualifies him from voting on the subdivision proposal.

One remedy for indirect financial interests, such as the vice chair's interest in the subdivision rezoning request, is to require public disclosure of any financial or personal interest by any person participating or voting at the meeting. This rule puts every

#### 43 | Page

participant on notice about the personal interests of the speaker without disenfranchising officers or members whose property may be affected.

Example: NPU-T requires speakers to verbally disclose any personal or financial interest at the meeting and bans individuals from speaking if they fail to disclose their interests.

3. NPU Policies. Because the Code of Ethics establishes minimum standards, NPUs may choose to establish a higher standard for dealing with conflicts of interest, such as disqualifying from voting any NPU member with a financial interest or requiring verbal disclosure of personal interests by any speaker or voter.

Example: NPU-T has adopted a bylaws provision on conflicts of interest that requires abstentions by every board member with a financial interest.

Annual Financial Disclosure. The purpose of financial disclosure is to alert city officials about personal interests that could potentially affect their public decisions and enable the public to review those financial interests for actual and potential conflicts of interest. NPU chairs and vice chairs are required to file an annual financial disclosure statement every year that they serve and the year after they leave public service. They must disclose their employment, sources of income, assets of real property, and any employment of immediate family members with the City.

Example: Officer A is elected NPU chair and serves one term. She must file a financial disclosure statement in the year she serves and in the year after she leaves city service.

Ban on Gratuities. NPU officers may not accept anything of value from a prohibited source.

Prohibited sources. A prohibited source is a person or entity that seeks official action from the City, seeks to do or is doing business with the City, represents a client seeking official action or business, is a registered lobbyist under state law, or has interests that may be substantially affected by the NPU officer's performance of his or her official duties.

Example: A neighborhood civic association is a prohibited source because it seeks official action from the City.

#### 44 | Page

Example: An applicant for a liquor license who appears before the NPU is a prohibited source because the applicant has interests that may be substantially affected by the NPU decision on the applicant's request for a license.

#### Exceptions to Gift Ban

- awards, plaques, certificates, mementos, novelties, or similar items given in recognition of public service. NPU officers may not accept any gift from a prohibited source unless the gift falls within an exception. The main exceptions are:
  - reasonable meals and refreshments furnished at a public event in which the officer appears in an official capacity
- travel and registration fees related to attending a conference in an official capacity
- gifts accepted on behalf of the City

Use of City Property. NPU officers may not use city property, equipment, labor, or services for their own personal use or for the private advantage of any other person, unless the general public may use the property in the same way.

Example: An NPU officer may reserve a city facility for an NPU meeting on the same terms as other city agencies, but must pay the normal fee charged the general public when reserving the facility on behalf of a civic organization or church group.

Example: NPU mailing lists may not be used for political campaigns or other purposes unrelated to official city business, and candidates may not appear at an NPU meeting and seek political support.

#### Solicitations

An NPU officer may not request or accept anything of value that is intended to influence

a decision or the performance of official duties. Gifts given to the NPU or other city agency as a result of a solicitation must be publicly disclosed on an online Gift to the City Report. Solicitations on behalf of the NPU should comply with the following guidelines:

- The officer must solicit in an official capacity
- The solicitation must be made for a city purpose, project, or program
- The fund-raising campaign should make a broad public appeal for support
- The solicitation should not target prohibited sources

#### **45 | Page**

- The officer should not solicit from persons or businesses with matters pending before the NPU
- The gift must be given to the City of Atlanta or one of its agencies
- The gift must be publicly disclosed on an online gift report form
- The gift cannot be calculated to influence any vote, decision, or official action

Example: The NPU is sponsoring a Senior Citizens' Day. NPU officers may solicit donations from area businesses, including prohibited sources, to give away as door prizes to persons attending the event, but must file a Gift to the City Report disclosing the gifts.

**Contract Decisions.** An NPU officer may not participate directly or indirectly in any contract or subcontract in which the official, an immediate family member, an employer, or a prospective employer has a financial or personal interest.

**Doing Business with the City.** NPU officers may not do business with their NPU either personally or through an entity in which they own stock, are employed, or have an ownership interest unless the business.

**Representing Private Interests.** NPU officers may not appear on behalf of private interests before any city agency, except as a matter of public record in a court of law, and may not represent private interests before the courts in actions in conflict with the city's interests or involving the City as a party.

Example: An NPU chair may not be paid to represent a developer before the Zoning Review Board or in a lawsuit that the developer files against the City of Atlanta.

**Post-Service Restrictions.** After leaving city service, an NPU officer may not appear

before any city agency on behalf of private interests for one year. In addition, NPU officers may not receive compensation for services in connection with any matter in which they were directly concerned, personally participated, actively considered, or acquired knowledge while serving as an NPU officer and must file a financial disclosure statement in the year after they leave city service.

Example: An NPU officer may not, for a year after leaving the position, appear before the Department of Planning and Community Development to expedite building permits on behalf of paying clients.

#### **46 | Page**

**City Employees Serving as NPU Officers.** City employees may serve as NPU officers and delegates to the Atlanta Planning Advisory Board and may appear before their NPU in a personal capacity as a homeowner, city resident, or neighborhood representative.

**Disclaimer:** This guide provides a summary of key provisions in the Code of Ethics that apply to NPU officers. It is not a comprehensive description of all the ethical standards, which are found in sections 2-801 to 2-824 of the Code of Ordinances, and is not intended as a guide in any specific situation. For questions about how these rules apply to you in a particular situation, contact the Ethics Office at [ethicsofficer@atlantaga.gov](mailto:ethicsofficer@atlantaga.gov) or 404.330.6286.

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