

Neighborhood Planning Unit - X
2026 Bylaws

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Neighborhood Planning Unit X (NPU-X)
2026 Bylaws

Article I. Name

The name of the organization shall be The Neighborhood Planning Unit X (NPU-X), an unincorporated society of the City of Atlanta per Part III Code of Ordinances - Land Development Code, Part C Budget and Planning, Section 6-3011 thru Section 6-3019.

Article II. Purpose

Section 1: Purpose

NPU-X is hereby established for the purpose of advising the City of Atlanta, including the Mayor, Council, and any Department or official of the City, on all matters affecting the environment, the well-being of residents of, and the general livability of the neighborhoods within NPU X as defined by the Bureau of Planning and Development and approval by the City of Atlanta

Section 2. By-Laws

Per Section 6-3016 of the City Code of Ordinances, attached as Exhibit A, the purpose of NPU-X By-Laws is to perfect the organization; to provide for the governance, management, and promotion of the affairs of NPU-X; and to regulate the conduct of the officers and members of the NPU-X and define their obligations and responsibilities.

The By-Laws of NPU-X shall be presented annually in accordance with the guidelines of the City of Atlanta's Bureau of Planning at the August regularly scheduled meeting. They shall be approved by a majority of the members of NPU-X at the regularly scheduled meeting in September and submitted to the Bureau of Planning by September 30. The bylaws shall be effective January 1 of the following year.

Voting to amend and approve the Bylaws is open to every member of NPU-X without attendance requirements or any other limitations. Once accepted by the body and approved by the City of Atlanta, the bylaws will remain in place until they are voted on again as described above.

Section 3. Non-Discrimination

NPU-X shall not directly or indirectly discriminate against any person or organization for the reason of race, creed, color, gender identity/gender expression, age, religion, disability, national origin, ancestry, marital status, sexual orientation, parental status, military discharge status, geographical location, or citizenship status.

Article III. Functions, Powers and Duties

NPU-X 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, and 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 improvements; and advise the Bureau of Planning on the preparation of the fifteen, five, and one-year comprehensive development plans.

IV. Members

Section 1. Membership Eligibility

Membership shall be open to any individual 18 years or older who is at least one of the following: Whose primary place of residence is within the NPU, and any corporation, organization, institution, or agency that owns property or has a place of business or profession within NPU-X (as outlined in Atlanta Code 1977 Section 6-3012).

Section 2: Proof of Eligibility for Membership

Acceptable proof of residence shall include the following: Georgia driver's license, Georgia state identification card, Georgia voter registration card, or current utility bill (electricity, gas, cable, or water). Acceptable proof of business shall include a current year business license, current year "active" status found on the Georgia Secretary of State Webpage, verifiable Employee Identification Number (EIN), or recent monthly sales tax receipts. Acceptable proof of ownership for vacant property shall be a recent property tax receipt or sanitation bill. In addition, the principal (or selected representative) of each educational institution within NPU-X shall also retain membership - with one vote per institution permitted.

Section 3: Recognized Constituent Neighborhoods

It is strongly recommended that known issues that affect a specific community within the NPU-X geographical area be considered by the neighborhood association that is directly affected by such an issue prior to being considered by NPU-X. The Chair of NPU-X, as well as all Committee Chairs, shall be responsible for informing the neighborhood associations of upcoming issues (of which they are aware). The recommendation of the neighborhood association shall be considered by NPU-X. In cases involving land use, the chair of the Land Use Committee shall be responsible for coordinating with the affected neighborhood associations. NPU-X recognizes the following five neighborhood associations: Capitol View Neighborhood Association, Capitol View Manor Neighborhood Association, Hammond Park Neighborhood Association, Perkerson Civic Association, and the Sylvan Hills Neighborhood Association. Those voting items dealing with issues in areas of the NPU *not* represented by a neighborhood association shall be reviewed by the Committee on the NPU for a formal recommendation to the body.

Those neighborhood associations recognized by NPU-X must:

- Meet at least one time per quarter;
- Publicize meeting notices to include the date, time, and physical/virtual/hybrid meeting location on public forums no less than two days in advance; and,
- Conduct annual elections that are overseen by a member or non-member who is not a current officer and will not accept a nomination for office.

Section 4. Referral of Matters to Neighborhood Associations

On any matter that the City requires a vote by the NPU, the matter in question shall first be referred to the appropriate Neighborhood Association for review and a recommendation, unless that Neighborhood Association has waived the opportunity for such consultation and has communicated that waiver in writing to the Chairperson of NPU-X. The NPU, at its discretion, may refer other matters to the appropriate Neighborhood Association on which the City does not require a vote.

Article V. Officers and Elections

Section 1. Recognized Officers

The Executive Board of NPU-X shall include a Chair, Vice-Chair, Treasurer, Secretary, Sergeant of Arms, and Parliamentarian.

Section 2. Duties

NPU-X shall annually elect the following officers, who shall also constitute the Executive Board:

a) Chair: shall preside over NPU-X meetings and shall serve as the representative to the Atlanta Planning and Advisory Board (APAB) or designate a delegate. When the information is available, the Chair shall also be responsible for informing neighborhood associations of upcoming issues directly affecting their neighborhood and encouraging applicants to meet with the impacted neighborhood association before coming to the NPU-X.

b) Vice-Chair: shall preside over NPU-X meetings in the absence of the chair and any other entity where the Chair is considered the NPU-X representative.

c) Treasurer: shall give monthly reports on funds received and disbursed. The books shall be subject to an annual audit. The audit shall be conducted by an ad hoc auditing committee consisting of three non-office-holding members of NPU-X. In the event both the Chair and Vice-Chair are absent, the Treasurer shall preside over the NPU-X meeting.

The Treasurer shall be responsible for establishing and maintaining a checking account at a depository institution on behalf of NPU-X. The account should have the Treasurer, Secretary, and Chair as authorized signers. The Treasurer and Chair shall have the power to make withdrawals or issue drafts on the account in an amount not to exceed \$50.00. For amounts from \$50.01 to \$150.00, the Treasurer or Chair shall seek approval, in advance of the expenditure, from the Executive Board by majority vote. For amounts exceeding \$150, the Treasurer or Chair must seek approval, in advance of expenditure, by a plurality of votes of eligible voters attending the meeting in which the expenditure was presented. These approvals must be sought regardless of any previously approved budget amounts. The Treasurer or their designee must report any withdrawals at the next regularly scheduled meeting, including details for previously approved expenditures, and keep accurate records on the account. The Treasurer shall be responsible for ensuring that the account information and authority to make withdrawals is properly implemented and any irregularities, along with suggested corrective action, presented monthly to the NPU-X body.

d) Secretary: shall record the proceedings of meetings of NPU-X and document each motion made, the person making the motion, and the vote count of each motion. In the event the Chair, Vice-Chair, and Treasurer are absent, the Secretary shall preside over NPU-X meetings. The Secretary, in addition to the Treasurer, shall also serve as a signer on the NPU-X bank account. The City of Atlanta Planning Department shall share copies of the minutes electronically in advance of the next meeting to allow members to review them and vote to accept them. The minutes are not official until this action is completed each month.

e) Sergeant-at-Arms: shall be responsible for keeping order during meetings. Shall also be responsible for the preparation of the list of eligible voting members for the annual election and regular voting.

f) Parliamentarian: shall be well versed in Robert's Rules of Order and shall advise the chair on parliamentary procedure. The rules contained in Robert's Rules of Order shall govern NPU-X in all cases to which they are applicable and in which they are not inconsistent with the laws of the City of Atlanta or these By-Laws. The Parliamentarian shall serve as the chairperson of the By-Laws Committee.

Section 3. Election of Officers

Nominations shall be taken from the floor at the October and November general body meetings. Any member who has attended a minimum of six meetings within the 12 consecutive months leading up to the election may be nominated, except that only persons whose primary place of residence is within NPU-X may be nominated as Chair. Each candidate's name shall be included on the ballot after accepting nomination for a position. They shall be allowed up to two minutes for introduction and to respond to questions.

Officer elections shall be held at the November meeting. The officers make up the Executive Board. All members of NPU-X who are eligible to vote as outlined in part III, section 2 of these bylaws are eligible to vote in the election. After the election, new officers will take their positions effective January 1 the next calendar year, and may use the month of December for transition planning for the following year. They will serve for one year.

An officer cannot serve in the same position for more than three consecutive years. He/she must vacate said office/position for at least one year before he/she is eligible to serve in that position again.

Section 4. Elections Committee

An ad hoc elections committee consisting of persons who are not candidates for elections shall count the ballots and report the results to the body (for those votes cast in person). During elections, monitoring and administration of the virtual aspects of the meeting will be turned over to a member of the Election Committee (who will be tasked with creating the necessary polls and counting all valid virtual votes). The Committee will then tally all valid physical and virtual votes to get a final vote tally.

Section 5. Grounds for Recall

An officer may be recalled if the officer has while holding office, a) conducted himself or herself in a manner that relates to and adversely affects the administration of his or her office and adversely affects the rights and interests of NPU-X; and b) the officer:

1. Has committed an act or acts of malfeasance while in office;
2. Has violated his or her duties of office;
3. Has committed an act of misconduct in office:

4. Is guilty of a failure to perform duties prescribed by the by-laws (under no circumstances is absence from one meeting sufficient cause for a recall election); or
5. Has willfully misused, converted, or misappropriated, without authority, public property, or public funds entrusted to or associated with the elective office to which the official has been elected or appointed.
6. Missed the last three consecutive meetings.

If an officer violates one of the above grounds for recall, any member of NPU-X may make a motion for recall at a regularly scheduled meeting. The motion must be seconded and be approved by a two-thirds vote of all members present who qualify to vote in normal elections. If the motion is approved, then a special election shall be held at the next NPU-X meeting. All other guidelines for normal elections shall apply at the special election. The officer subject to recall may be nominated to run for the same position. The person elected shall take office immediately.

Section 6. Filling Vacated Officer Positions

In the event an officer other than the chair is unable or unwilling to serve the remainder of her/his term and less than six months remain in said officer's term, then the chair shall appoint a replacement to serve the remainder of the officer's term. If the remainder of the departing officer's term is longer than six months, then a special election shall be held to replace the departing officer in accordance with Part IV Section 7 of these By-Laws.

Section 7. Procedures for Special Elections to Fill Vacant Officer Positions

Once an officer has given notice that he or she is unable or unwilling to continue serving the remainder of her/his term and longer than six months remain in the term, the executive board shall give notice of a special election at the next regularly scheduled NPU-X meeting. The special election shall be conducted at the first regular meeting after the executive board has given notice of the special election. The newly elected officer shall assume his/her position immediately upon election and serve the remainder of the vacated term. All procedures for normal elections not in conflict with this section shall be followed at the special election.

Section 8. Term Limits

An officer cannot serve in the same position for more than three consecutive years. He/she must vacate said office/position for at least one year before he/she is eligible to serve in that position again.

Article VI. Voting Procedures

Elections shall be conducted by secret ballot (whether taking place in-person or virtually). All actions by NPU-X shall be by a plurality of votes, except as otherwise outlined in these Bylaws.

Section 1. Voting Requirements

A plurality of votes of attending members shall determine the outcome of a valid motion or election. Exceptions, which will require two-thirds of the votes cast, include:

- a) Rescinding a prior vote

- b) Limiting or extending a debate
- c) Removal of officers
- d) Amending bylaws

Section 2. Voting Procedures

Voting shall be either by:

- a) voice vote,
- b) division of house (show of hands),
- c) roll call,
- d) secret ballot (to be counted by the Parliamentarian and verified by another member of the Executive Committee), or
- e) virtual vote (in the case of a remote meeting).

Section 3. Virtual Vote

In the case of remote meetings, households with two members in good standing who are attempting to vote will be required to log on or call in using separate devices or “show” themselves in order to prove attendance. Remote meeting attendees have the same rights to vote as in-person attendees.

Section 4. Absentee and Proxy Vote

Absentee voting is not permitted by NPU-X. Proxy voting is not permitted by NPU-X.

Article VII. Standing Committees

Section 1. Standing Committees

NPU-X shall have the following standing committees:

- a) Executive Committee. The membership of the Committee on Council shall consist of the elected positions of the NPU (Chair, Vice-Chair, Treasurer, Secretary, Parliamentarian, and Sergeant-at-Arms). The Committee shall review and make recommendations on matters pertaining to the operation of the NPU; NPU Chair appointments; ethics issues involving the NPU and its members; the NPU agenda; NPU bylaws and rules; as well as the conduct and decorum of the NPU and its members. The NPU Chair shall act as Chair of the Committee on the NPU.
- b) Bylaws Committee. This committee will annually review and propose amendments to the Bylaws based on input from the membership. The Parliamentarian shall serve as the chairperson of the By-Laws Committee.
- c) Community Development. This committee will ascertain the major economic needs of the community and work through the NPU-X Chair and Land Committee to get these identified needs to the City of Atlanta

Planning Department. The committee will ensure that the NPU-X body is in agreement on the major needs and that any plans to address these needs be vetted by this committee and the impacted neighborhood(s). It is expected that the City Council Representative for NPU-X as well as the City of Atlanta Planning Department will support this body before a final agreement is reached on any of these plans. This Committee will cover all matters concerning parks, the Atlanta Beltline, open spaces and recreation, and the environment, housing-related programs, housing code enforcement, community development, and economic development; matters pertaining to parks, recreation, and job training. The Chair of the Community Development Committee shall be elected by its members (with the NPU Chair serving in his/her place until elections occur).

d) Land Use and Zoning Committee. This committee reviews and makes recommendations on matters relating to the zoning ordinance of the city as well as land use in conjunction with the Community Development committee. This committee shall consider all matters of land use, zoning, housing, and urban design and shall make recommendations to NPU-X concerning these areas. Also, this committee will review CDP requirements and submit for NPU-X after receiving the collective input and approval of the body. The NPU Chair's assigned Land Use Point-of-Contact shall act as the Chair of the Zoning Committee. This committee reviews and makes recommendations on proposed legislation regarding the transfer of ownership/development rights, site plan amendments, Metropolitan River Protection Act (MRPA), special use permits, text amendments, rezoning, and Comprehensive Development Plan (CDP) Amendments.

e) Transportation and Public Works. This committee shall consider all matters concerning transportation including mass transit, streets, highways, parking, bicycles, and pedestrian and public services, including water, lighting, sanitation, debris removal, and related municipal services. This committee will review and make recommendations on matters pertaining to transportation, including the Metropolitan Atlanta Rapid Transit Authority (MARTA), the Atlanta Department of Transportation (ATLDOT), and Hartsfield-Jackson Atlanta International Airport. The committee will also review routine legislation/proposals regarding the abandoning and renaming of streets; railroad crossing agreements; street resurfacing and paving; sidewalk and curb construction and repair; and other transportation needs. The Chair of the Transportation Committee shall be elected by its members (with the NPU Chair serving in his/her place until an election can occur). The committee will also review routine legislation/proposals such as water bill adjustments, sewer construction and connections, and rights-of-way acquisitions.

f) Public Safety: This committee shall consider all matters concerning police, fire, ambulance, animal control, and code enforcement. The Public Safety Committee will review and make recommendations on matters regarding public safety including but not limited to the Department of Police Services; Department of Fire; Department of Corrections; Department of Law; Office of Emergency Management Services and City Courts; as well as reviewing and making recommendations on License Review Board applications(liquor licenses). The Public Safety Committee will also be allowed to coordinate with MARTA Police as necessary. The Chair of the Safety Committee shall be elected by its members (with the NPU Chair serving in his/her place until an election can occur).

g) Additional Committee Appointments: In addition to the above listed internal committee positions, NPU-X shall also elect three representatives to the Lakewood Amphitheater Community Finance Committee and four representatives to the Lakewood Amphitheatre Oversight Committee, who shall represent NPU-X at monthly meetings and report relevant information to the body quarterly. The representatives will be replaced upon communications from the appropriate Committee Chair announcing a vacancy. Volunteers from voting members of NPU-X will be reviewed, and adopted by a plurality of votes of eligible voters

attending the meeting. Upon acceptance by the NPU-X body, the new representative(s) will immediately become effective. NPU-X shall also elect one representative to the Fort McPherson Community Engagement Subcommittee. The representatives will be replaced upon communications from the appropriate Committee Chair announcing a vacancy. Volunteers from voting members of NPU-X will be reviewed, and a vote by the body will be taken. Upon a plurality of votes of eligible voters attending the meeting the new representative(s) will immediately become effective. A representative will be elected as long as the Ft. McPherson Community Engagement Subcommittee exists.

Section 2. Ad Hoc Committees

NPU-X may create and remove ad hoc committees as necessary by a majority vote of those members present at a regular meeting.

Section 3. Quorum

At least three members of a Committee, in addition to the Chair, shall constitute a quorum. The presiding officer of any committee may, however, increase the necessary number to constitute quorum.

VIII. Meetings

Section I. Meeting Schedule

The regular meetings of NPU-X shall be held on the second Monday of each month from January to November unless otherwise ordered by NPU-X. Committees shall meet in regular session upon the calling of the presiding chairs.

Section 2. Quorum

15 members of NPU-X shall constitute a quorum. At least one of the members present must be currently serving as an officer. At least five of the members constituting a quorum must be voting members.

Section 3. Open Meetings

All meetings of NPU-X and its committees shall be open to the public and notice of such meetings shall be given to each of the recognized neighborhood associations within NPU-X and may be posted at conspicuous places as allowed by law throughout NPU-X.

IX. Privacy and Electronic Communications

Section 1. Notice of Meetings

Distribution lists, websites, publications, and email accounts shall be used only for carrying out purposes of the NPU and belong to the NPU, not any individual, and access and passwords must be fully transitioned to the newly elected Executive Committee by no later than November 30.

Section 2. Use of Mailing List

No member of the NPU shall furnish to any outside entity any mailing list compiled by the NPU, the Executive Committee, or any of its committees, except as required by law or court order.

Section 3. Commercial Advertisement

The NPU shall not use any of its email distribution lists to forward commercial advertisements of any kind. Commercial establishments may be mentioned in email communication so long as the mailing is not primarily used to promote a particular establishment.

Section 4. Opt Out

The NPU shall honor all requests to be opted out of any of its distribution lists at any time.

Section 5. Ownership of Lists

Distribution lists, websites, publications, and e-mail accounts compiled by the NPU are the sole property of the NPU.

Section 6. Official Email Use

Officers shall use an official email address provided by the NPU that follows the format [OFFICER TITLE]@[domain.com] or a substantially similar format identifying the NPU and the position of the officer. This official email address and all correspondence and contents of the email inbox are the property of NPU-X and must be provided to a successor officer immediately upon the election of the successor officer. Accurate and up-to-date inbox passwords shall be shared with the Secretary and Chair of the NPU; any changes in passwords must be immediately shared with the Secretary and Chair of the NPU. New officers are required to change the email password upon receiving the email login and provide new credentials to the Secretary and Chair.

Officers are forbidden from conducting NPU business using an email address other than the official email address. If an officer accidentally or inadvertently uses a personal email address to conduct NPU business, all related correspondence must be forwarded to the official email address immediately. An incident where an officer uses personal email to conduct NPU business more than three times or where the officer fails to forward any accidental or inadvertent correspondence would be considered a violation of this bylaw.

Section 7. Use of Social Media

All social media started on behalf of the NPU is the property of the NPU and must have at least four administrators. The admins should be current Executive Committee members or members appointed by the Executive Committee. A violation of the official NPU-X social media policy must be disclosed to the entire Executive Committee. If a single member of the Executive Committee feels that the violation warrants dismissal, the violation will be brought to the general body in a general body meeting during which the body will be given the opportunity to dismiss the offending officer by a two-thirds majority vote.

Section 8. Violations

Violations of the official NPU-X officer email policy must be disclosed to the entire Executive Committee. If a single member of the executive board feels that the violation warrants dismissal, the violation will be brought to the general body in a general body meeting during which the body will be given the opportunity to dismiss the offending officer by a two-thirds majority vote.

X. Code of Conduct

Section 1. City Code of Ethics

At all times, members of NPU-X shall conduct themselves in accordance with the City's Code of Ethics. Suspected violations of the City's Code of Ethics by members of the NPU may be forwarded to the Committee on the NPU for further review and recommendations. Those members who are found to have failed to comply with the City's Code of Ethics may face disciplinary action.

Section 2. Violations

If a member of NPU-X is found to have violated the City's Code of Ethics, the Committee on the NPU may recommend: a) issuing a formal warning to the member during the next NPU general body meeting; and/or b) recommending the body vote to designate the individual(s) as "members not in good standing." After the Committee recommends a designation of an individual as a "member not in good standing," the full body must vote on the recommendation. Should two-thirds of the body vote in agreement, the individual in question shall become a "member-not-in-good-standing" for a period of six months.

Section 3. Robert's Rules of Order

During meetings, members of the NPU-X shall conduct themselves in accordance with Robert's Rules of Order – and should at all times show respect and professionalism towards their fellow NPU members.

Section 4. Causes for Removal of Unruly Persons

Unruly persons may be removed from a meeting after receiving two verbal warnings for failure to abide by the ruling of the presiding officer, engaging in willful and callous disregard, and/or repeated disrespectful actions toward the presiding officer or any other person in attendance; and engaging in physical and/or verbal conduct where either the character or intent of the conduct effectively obstructs or impairs the presiding officer's ability to proceed through the meeting agenda. After one meeting removal ruling, an unruly person may be recommended for designation as a "members-not-in-good-standing" by the Committee on the NPU. After the Committee recommends a designation of an individual as a "member not in good standing," the full body must vote on the recommendation. Should two-thirds of the body vote in agreement, the individual in question shall become a "member-not-in-good-standing" for a period of six months. If a person fails to leave the meeting, the meeting may be adjourned.

Section 5. Members-Not-In-Good-Standing:

Those members who become "members-not-in-good-standing" shall lose the ability to vote on matters before the NPU (except for those items pertaining to the NPU's Bylaws). "Members-not-in-good-standing" also lose the ability to make comments (either verbal or written) during NPU general body meetings and committee meetings.

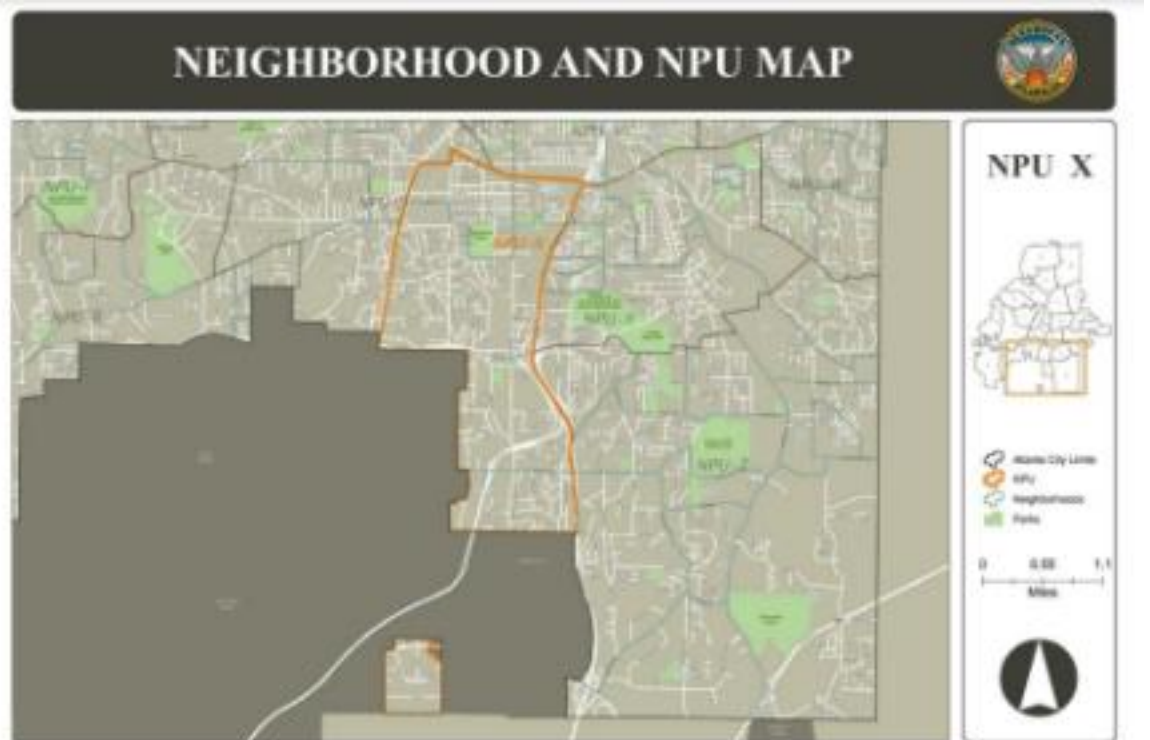
XI. Ethics

All NPU-X Officers should familiarize themselves with the City of Atlanta “Ethical Guidelines for Neighborhood Planning Unit Officers” which can be found at http://atlantaethics.org/docindexer/ethical_standards_npu_officers.pdf.

XII. Robert’s Rules of Order

Any item, process or procedure not covered in these bylaws will be governed by Robert’s Book of Rules

XIII. NPU-X Boundary Map for Reference



XIV. Sections 6-3011 through 6-3019 of the City’s Code of Ordinances (see Attached)

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.

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(Code 1977, § 6-3011; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3012. - Definitions.

As used in this article:

- (1) *Neighborhood* means a geographic area either with distinguishing characteristics or in which the residents have a sense of identity and a commonality of perceived interest, or both. Factors that may contribute to neighborhood identity include shared development, history, architecture, social and economic relationships, physical boundaries and the existence of one or more broadly representative neighborhood organizations devoted to neighborhood preservation and improvement.
- (2) *Neighborhood planning unit*, hereinafter also referred to as N.P.U., means (1) a geographic area composed of one or more contiguous neighborhoods, which have been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (2) a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.
- (3) *Resident* shall mean any person 18 years of age or older whose primary place of residence is within the neighborhood planning unit, or any corporation, organization, institution or agency which owns property or has a place of business or profession within the N.P.U. Each resident may hold office in only one N.P.U. Each resident, meaning any person who resides within the N.P.U., or any corporation, organization, institution or agency which owns property or has a place of business or profession, shall have one vote and shall have the right to exercise that vote on all issues which come before the N.P.U.; provided that an N.P.U. may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.
- (4) *Council district planning committee* means a body of residents of a council district formed from representatives of the neighborhood planning units to coordinate council district plans. The council member for the district may initiate the organization of these committees, but may not hold any office in any of the committees. These committees may continue in existence from year to year.

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

Sec. 6-3013. - Neighborhood planning units.

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

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

Sec. 6-3014. - Public hearings.

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

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

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

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

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

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

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

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

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
 - (2) Said bylaws shall become effective January 1st of the following year.
 - (3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of the N.P.U. in attendance at the meeting where the bylaws are voted upon. At said meeting there shall be no restrictions upon a resident's right to vote on the approval or disapproval of the bylaws. These bylaws shall be filed with the department of planning, development and neighborhood conservation. The bylaws shall be reviewed and approved annually by the bureau of planning and the neighborhood planning unit for clarity as to voting procedures, representativeness of all interested parties within the neighborhood planning unit, and a description of the duties of any subcommittees or officers.
- (c) Recommendations of an 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)