

# NPU-Y 2026 BYLAWS

*Amended on September 16<sup>th</sup> of 2025*

*Adopted on January 1<sup>st</sup> of 2026*

## **ARTICLE I: PURPOSE AND DEFINITIONS, FUNCTION, AND BOUNDARIES**

### **1.1 Purpose and Definitions**

The purpose of these Bylaws is to organize and regulate the leadership of Neighborhood Planning Unit Y (NPU-Y), a planning area defined as such by the City of Atlanta (the City), and apply to all representatives of NPU-Y serving as Officers, or Committee Chairs, or Committee members, and to the general constituency of NPU-Y. These Bylaws are adopted pursuant to the City Code, Part III, Part 6, Chapter 3, Article B, and Sec. 6-3011-3019 (the Code), which governs if a conflict with these Bylaws occurs.

Additionally, NPU-Y shall use the adopted 'NPU-Y Operating Procedures' to provide additional guidance on processes, actions, and mechanisms that are integral to but not fully described in the Bylaws. The Operating Procedures shall function as a companion to the Bylaws. Where there is a conflict between the Bylaws and the Operating Procedures, the Bylaws shall prevail.

### **1.2 Function**

The function of NPU-Y is to advise the City, including but not limited to the Mayor, City Council, and any department or official of the City, on all matters affecting the environment, well-being, general livability, and residents of the area encompassing NPU-Y. Such advice may cover, but is not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, parks and open spaces, public safety, code enforcement, and other city services. NPU-Y will provide input into the Comprehensive Development Plan (CDP) for the City, and will assist and guide the agencies and departments of the City in determining the priority needs of NPU-Y.

In general, NPU-Y shall provide a means by which citizens' input may be provided to the City government and a means by which information concerning the operation of the City government may be provided to the general constituency of NPU-Y.

### 1.2.1 Communication Channels

The official and recognized communication channels for NPU-Y include the regularly scheduled meetings of the general constituency and all Committees, the minutes of those meetings, the NPU-Y website, email distribution list, and relevant Social Media accounts.

### 1.3 Boundaries

The boundaries of NPU-Y are defined by the City's Department of Budget and Planning and approved by the City Council, and is inclusive of the following recognized constituent neighborhoods:

Amal Heights	Lakewood Heights
Betmar LaVilla	Park Place South
Chosewood Park	Pickfair
Joyland	South Atlanta
High Point	The Villages at Carver

#### 1.3.1 Neighborhood Organizations

NPU-Y shall recognize all civic associations that operate in the constituent neighborhoods of NPU-Y. To qualify for recognition by NPU-Y each civic association or neighborhood association must possess and present to the Assistant Secretary for Membership and Communication all of the items below ([Article 1, Sec. 1.3.1, a - d](#)):

- a. Evidence by the civic association or neighborhood association of a physical address that is located within the boundaries of NPU-Y.
- b. Bylaws currently in effect.
- c. A list of Officers for the current year and at the conclusion of the following elections each upcoming year.
- d. Evidence of regular meetings and copies of minutes.

#### 1.3.2 Multiple Organizations in a Single Neighborhood

In cases where a single neighborhood is represented by multiple civic associations or neighborhood associations, NPU-Y requires the same civic associations and neighborhood associations to reach consensus and select a person to represent and communicate the collective vote, opinion, and intent of the neighborhoods to the general constituency of NPU-Y. The civic associations and neighborhood associations shall provide to the Assistant Secretary for Membership and Communication the name of the person whom they select to represent them, and the name and description of the relevant matter appearing on the agenda for the regularly scheduled monthly meeting of NPU-Y, or the Executive Committee meeting, or any Standing Committee meetings, or any Ad Hoc Committee meeting.

### **1.3.3 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-Y. The NPU, at its discretion, may refer other matters to the appropriate Neighborhood Association on which the City does not require a vote. The Operating Procedures of NPU-Y provides guidance on how the referral of matters to neighborhood associations shall be undertaken.

### **1.4 Map – Appendix A**

Maps provided by the City, and downloaded from its Geographic Information System (GIS) via the link <https://gis.atlantaga.gov/docs/npu/npuy.pdf> indicates the boundaries of NPU-Y and its constituent neighborhoods.

## **ARTICLE II: MEMBERSHIP**

### **2.1 Residential Constituents**

Any person 18 years of age or older, and whose primary place of residence is within the boundaries of NPU-Y is deemed to be a Residential Constituent member of NPU-Y.

### **2.2 Business Constituents**

Any corporation, organization, institution or agency that owns non-residential property or has a place of business within the boundaries of NPU-Y is eligible for membership as a Business Constituent, and may designate ONE (1) person as its representative to NPU-Y.

A Business Constituent shall be entitled to only ONE (1) voting representative per meeting and shall designate that representative in writing to the Assistant Secretary for Membership and Communication of NPU-Y in advance of voting, but shall not be eligible to hold any NPU-Y Office or Standing Committee Chair position.

### **2.3 Non-Discrimination**

NPU-Y shall not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or physical disability for all matters that come before it for consideration.

## ARTICLE III: OFFICERS

### 3.1 Election of Officers

There shall be SEVEN (7) elected Officers for NPU-Y: a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary for Membership and Communication, Treasurer, Parliamentarian, and Assistant Parliamentarian.

Each Officer must meet the requirements of residency (as defined by [Article II, Sec. 2.1-2.2](#)) and must be a voting member (as defined by [Article VI, Sec. 6.1](#)).

In addition, to be eligible each Officer must have attended FOUR (4) meetings within the TWELVE (12) month period.

No more than ONE (1) Officer shall be elected from members of the same family or household, nor shall any member hold more than ONE (1) Office at any time.

- a. The election for Officers shall be held annually during the November meeting. The persons elected shall serve from January 1<sup>st</sup> to December 31<sup>st</sup> of the following year or until their earlier resignation, removal, or death.
- b. The current Chairperson shall relinquish his or her position to the elected NPU-Y Nominations Committee Chairperson, who shall preside over the election of the new Officers.
  - b.1. The Nominations Committee Chairperson shall be approved by the membership of NPU-Y no later than the September regularly scheduled General Body Meeting.
- c. Nominations for Office shall be taken from the floor and/or from an Ad Hoc Nominating Committee.
- d. The winner of the election for each Office shall be the person who receives the highest number of votes of eligible members of the general constituency of NPU-Y

#### 3.1.1 Terms and Limits

The term of Office for all elected Officers for NPU-Y shall be ONE (1) year with a maximum of FOUR (4) consecutive terms.

### 3.2 Officer Roles

#### 3.2.1 Chairperson

The duties of the Chairperson shall be as follows:

- a. To preside over all meetings of NPU-Y and Executive Committee meetings.
- b. To appoint a representative from NPU-Y to represent the interest of NPU-Y at the Atlanta Planning Advisory Board (APAB), subject to ratification by the body of NPU-Y.
- c. To set the agenda of meetings for the Executive Committee and for the regularly scheduled monthly meetings of NPU-Y.

- d. To appoint members of NPU-Y to fill vacancies for the Executive Committee and Standing Committees, any Ad Hoc Committees of NPU-Y, and representatives to ancillary organizations not already named in these Bylaws, including but not limited to Lakewood Finance Committee and Lakewood Oversight Committee, subject to ratification by the body of NPU-Y.
- e. Act on behalf of NPU-Y in between regularly scheduled meetings of the general constituency of NPU-Y, or in between the regularly scheduled meetings of the Executive Committee.
- f. To ensure that the contribution of NPU-Y to the Comprehensive Development Plan (CDP) for the City's CDP hearings is prepared in a timely manner and properly delivered to the City.
- g. To establish Ad Hoc Committees and to appoint members to serve thereon.

### **3.2.2 Vice-Chairperson**

The duties of the Vice-Chairperson shall be as follows:

- a. To perform the meeting related duties of the Chairperson in the absence of the Chairperson from a meeting.
- b. Shall the Chairperson be absent from, and non-communicative of such absence, for a period of one month, the Vice-Chairperson shall perform all Chairperson duties until the return or removal of the Chairperson.

### **3.2.3 Secretary**

The duties of the Secretary shall be as follows:

- a. To capture the actions and votes of all NPU-Y meetings and Executive Committee meetings and ensure they are accurately recorded and presented at the subsequent NPU-Y meetings, and shared via the communication channels created by and associated with NPU-Y.
- b. To file official NPU-Y actions and other documents with the Bureau of Planning for the City, or other appropriate department or agency, in a timely manner, and in accordance with the requirements of the Code.
- c. To communicate statements, resolutions, and official actions of NPU-Y to all interested parties, including the press.
- d. To maintain and administer NPU communication platforms (email lists, websites, social media, etc.) in accordance with NPU communication guidelines established by the City of Atlanta.
- e. To perform the meeting related duties of the Assistant Secretary for Membership and Communication in the absence of the Assistant Secretary for Membership and Communication from a meeting.

### **3.2.4 Assistant Secretary for Membership and Communication**

The duties of the Assistant Secretary for Membership and Communication shall be as follows:

- a. To maintain accurate records of attendance and membership.
- b. To certify the eligibility of members to vote.
- c. To ensure the official communication channels of NPU-Y are available and accessible to the Executive Committee and to the general membership of NPU-Y.

- d. To maintain and administer NPU communication (email lists, websites, social media, etc.) in accordance with NPU communication guidelines established by the City of Atlanta and Chair the Communications Committee.
- e. To perform the meeting related duties of the Secretary in the absence of the Secretary from a meeting.

### **3.2.5 Treasurer**

The duties of the Treasurer shall be as follows:

- a. To maintain an accurate record of the sources, amount, and related restrictions & conditions for all funds earmarked for, donated to, and received by NPU-Y.
- b. To maintain an accurate record of all expenditures incurred and accrued by NPU-Y, and to coordinate the payment of any and all costs for services and goods provided to NPU-Y.
- c. To prepare an annual budget for NPU-Y and present it to the Executive Committee for approval no later than the last meeting in December before it takes effect in January of the subsequent year.
- d. To give a financial report to the Executive Committee on a monthly basis.
- e. Shall serve as Fiduciary for any, and all, grants, donations, and monies from fundraising activities for NPU-Y.
  - e.1. This may require the Treasurer to register as a Vendor with the City.
  - e.2. Shall, for any reason, the Treasurer be unable or unwilling to maintain the statues of a Vendor to fulfill any requirements set forth by the City, the Elected Officers shall appoint another current Officer to maintain statues as a Vendor with the City.
- f. With the approval of the current Officers, will determine which community-based nonprofit organization will reserve any, or all, NPU-Y funds.
  - f.1. Should any member of the NPU oppose the final rule, it shall be subject to a majority vote of the general constituency of NPU-Y at the following regularly scheduled monthly meeting.

### **3.2.6 Parliamentarian**

The duties of Parliamentarian shall be as follows:

- a. The Parliamentarian shall be versed on Robert's Rules of Order.
- b. He/she shall assist the Chair in maintaining proper parliamentary procedures in general, special and Executive meetings.
- c. Robert's Rules of Order is recognized as the proper parliamentary procedure for conducting business in all NPU-Y and Committee meetings and/or sessions.

### **3.2.7 Assistant Parliamentarian**

The duties of the Assistant Parliamentarian shall be as follows:

- a. Assist the Parliamentarian in the execution of their responsibilities.
- b. Perform the duties of the Parliamentarian in their absence.

### **3.3 Removal and Vacancies**

A vacancy on the Executive Committee occurs when an Officer ceases to be a member of NPU-Y (as defined by [Article II, Sec. 2.1-2.2](#)), or when an Officer resigns, or when an Officer is removed by a majority vote of the members of the Executive Committee.

Any Officer may be recalled and disqualified from Office by a TWO-THIRD ( $\frac{2}{3}$ ) vote of the general constituency of NPU-Y at a regularly scheduled monthly meeting of NPU-Y.

#### **3.3.1 Removal**

Any person whose primary residence ceases to be within the boundaries of NPU-Y shall be disqualified immediately from serving as an Officer of NPU-Y. At any time, a person may resign his/her position as Chair of a Standing Committee of NPU-Y, and shall henceforth be disqualified as a member of the Executive Committee of NPU-Y.

Any Officer, who has THREE (3) consecutive months of absences, without contact or communication with the Chairperson or Acting Chairperson, from meetings of the Executive Committee or the regularly scheduled meetings of NPU-Y, shall be disqualified from serving as an Officer of NPU-Y. The disqualification shall be recorded in the written minutes of the meeting when the disqualification occurs.

Any ancillary Committee member, Committee Chair, or Ad Hoc Committee Chair may be removed by a majority vote of the Executive Committee, and a TWO-THIRD ( $\frac{2}{3}$ ) vote of the general constituency at the regularly scheduled monthly meeting of NPU-Y.

Either the Chairperson or any THREE (3) members of the Executive Committee may present a motion to remove a person from an Officer position and from the Executive Committee, with a TWO-THIRD ( $\frac{2}{3}$ ) vote of the general constituency at the regularly scheduled monthly meeting of NPU-Y.

#### **3.3.2 Vacancies**

When an Officer is disqualified, recalled or removed from a position, the Chair shall declare the position vacant, and shall select a member of the general constituency of NPU-Y (as defined by [Article II, Sec. 2.1-2.2](#)) to fill such vacancy until the next scheduled monthly meeting of NPU-Y. The person selected by the Chair to fill the vacancy shall be considered a nominee for the position to be filled by election at the next scheduled monthly meeting of NPU-Y.

### **3.4 Corporate Information and Property**

Any outgoing Officers Committee Chair in possession of NPU specific documents, property or access to proprietary email and/or social media accounts is to relinquish them to the Chairperson or the next properly appointed Officer or Committee Chair for their position within one month (30 days) of their removal.

During the one month (30 days) period, the outgoing Officer shall not utilize those listed in [Article III, Sec. 3.4](#) in a manner which may be perceived as currently holding their prior position.

### **3.4.1 Record Keeping of Information and Property**

Any and all Committees shall keep records and NPU specific documents on the shared drive accessible by all current Officers.

## **ARTICLE IV: COMMITTEES**

### **4.1 Executive Committee**

There is hereby created an Executive Committee of NPU-Y (Executive Committee), which shall conduct the business of NPU-Y between the dates when the regularly scheduled monthly meetings for NPU-Y are held. Any actions that the Executive Committee takes shall be reported to the general constituency of NPU-Y at the next regularly scheduled monthly meeting of NPU-Y.

#### **4.1.1 Composition of Executive Committee**

The Executive Committee shall consist of all the elected Officers of NPU-Y. The Officers of NPU-Y shall serve in the same Officer roles on the Executive Committee as they do for NPU-Y.

### **4.2 Standing Committees**

NPU-Y shall have the following Standing Committees:

#### **4.2.1 Committee Names & Responsibilities**

##### **Zoning, Land Use and Code Enforcement:**

- a. This Committee shall consider all matters of land use, zoning, housing, urban design, and code enforcement, and
- b. shall make recommendations to NPU-Y concerning these areas.

##### **Transportation/Public Works:**

- a. This Committee shall consider all matters concerning transportation including mass transit, streets, highways, parking, bicycles and pedestrians and public services, including water, lighting, sanitation, debris removal, and related municipal services.

##### **Public Safety:**

- a. This Committee shall consider all matters concerning police, fire, ambulance, and animal control.

### **Parks, BeltLine and Environment:**

- a. This Committee shall consider all matters concerning parks, the Atlanta BeltLine, open spaces, and recreation, and the environment.

### **Education:**

- a. This Committee shall coordinate with school, community and parent organizations on issues pertaining to schools within NPU-Y.

### **Communications:**

- a. Chaired by the Assistant Secretary for Membership and Communications,
- b. this Committee will assist with maintaining and administering NPU communication platforms (email lists, websites, social media, etc.) in accordance with NPU communication guidelines established by the City of Atlanta.

### **Bylaws:**

- a. Meetings shall take place at the discretion of the Committee whereby any member of NPU-Y is eligible to attend and provide input.
- b. At the September NPU-Y meeting, after taking additional suggestions, the Bylaws Committee will present its final report of suggested amendments for a vote.

## **4.2.2 Standing Committee Composition and Chairs**

Committee Chairs shall be nominated by the Chair of NPU-Y and shall be approved by the membership of NPU-Y at a regularly scheduled monthly meeting.

Any person who qualifies for membership to NPU-Y ([Article II, Sec. 2.1-2.2](#)) may serve on one or more Standing Committees.

No person shall serve as the Chairperson of more than ONE (1) Committee.

## **4.3 Ad Hoc Committees**

From time to time, during the course of the year, the Chairperson of NPU-Y may establish an Ad Hoc Committee to serve a finite term that expires on or before December 31 of the year the Ad Hoc Committee comes into being. The name and purpose of such an Ad Hoc Committee shall be determined by the Chairperson of NPU-Y, and shall be disclosed to the membership of NPU-Y during the next regularly scheduled monthly meeting of NPU-Y.

The Chairperson of NPU-Y may nominate a Residential or Business Constituent of NPU-Y to serve as the Chairperson of the Ad Hoc Committee, and that nominee shall be approved by the membership of NPU-Y during a regularly scheduled monthly meeting of NPU-Y. Any person who meets the membership requirements for NPU-Y ([Article II, Section 2.1-2.2](#)) may serve in the

capacity of member of any Ad Hoc Committee at the invitation of the NPU-Y Chair or Ad Hoc Committee Chair.

#### **4.4 Financial Disclosures**

Standing Committee Chairs and ancillary organization members appointed by, and representing the NPU, must present monthly financial disclosures OR release financial documentation related to said Committee or organization within one (1) month of Executive Committee or general body meeting for which the request was made at, (i.e. Lakewood Finance Committee and Lakewood Oversight Committee).

### **ARTICLE V: MEETINGS**

*All meetings for NPU-Y including meetings for the Executive Committee, the Standing Committees, and any Ad Hoc Committees shall be open to the public. No Committee shall meet in Executive session except to discuss pending legal actions or procedural matters.*

*The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the NPU in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the NPU may adopt.*

#### **5.1 General Constituency Meetings**

The general constituency, general body meeting, of NPU-Y shall meet on the THIRD (3<sup>rd</sup>) Tuesday of each month (January through December) at 7:00 PM, or at the call of the Chairperson and majority of the Executive Committee, except when that meeting date coincides with a recognized state or federal holiday. When the meeting date coincides with a recognized state or federal holiday, the meeting shall be held on the subsequent day.

Meetings of the general body, Executive board and any Committees shall be conducted virtually, telephonically, or in-person, at the discretion of the NPU Chairperson, or the Executive board, with FIVE (5) days proper notice. The NPU Chairperson, the Executive board, or Committees Chairperson, has the ability to cancel a meeting due to public emergencies, acts of god, or other unavoidable circumstances. The announcement must be made through the available NPU-Y communication channels.

Eligible members shall be able to participate in-person, virtually, and/or telephonically; and shall have all the rights of those attending in person, including the ability to make or second motions, vote, or comment.

Where a meeting of the general body is held in-person, and/or hybrid, the in-person venue for the meetings of the general constituency of NPU-Y shall be at the [John Birdine Neighborhood Facility](#) located at [215 Lakewood Way, Atlanta, Georgia 30315](#), which shall also be indicated on the NPU-Y agenda or [NPU-Y website](#).

## **5.2 Quorum**

A quorum of NPU-Y shall consist of NINE (9) voting members attending the meeting either virtually, telephonically, or in-person for the General Constituency Meetings of NPU-Y.

## **5.3 Agenda**

The Chairperson in consultation with the Neighborhood Planning Unit Coordinator shall determine the agenda for the meeting. The agenda shall be distributed by mail or e-mail, the [NPU-Y website](#), and social media networks, including but not limited to [Facebook](#), to NPU-Y members no less than 48 hours prior to each monthly meeting.

All agenda items before the NPU-Y General Body meeting shall have debate limited to a specified discussion time limit.

## **5.4 Executive Committee Meetings**

The Executive Committee shall meet periodically preceding the regularly scheduled meeting of the general constituency of NPU-Y for each month. The time, place, and date of such meetings shall be at the discretion of the Chairperson of NPU-Y. At least three (3) members of the Executive Committee must be present in person, via phone, or video chat in order to constitute a quorum necessary to take action on the part of the Committee.

Failure to attend a minimum of 6 regularly scheduled monthly meetings of the general constituency of NPU-Y will result in automatic removal of the Committee appointee.

Eligible members shall be able to participate in-person and/or virtually. However, only the Executive Committee shall have all the rights to make or second motions, and vote.

## **5.5 Standing Committee Meetings**

Meetings for the Standing Committees of NPU-Y shall be conducted at the discretion of the Committee's Chair Person. The Chairperson of each Committee shall decide the time, place, and date of such meetings, and provide reasonable notice to the respective Committee members.

Each Committee shall prepare a quarterly written Committee report for submission to the Executive Committee and General Constituency of NPU-Y at regularly scheduled meetings. Reports shall be included as an addendum to the NPU-Y minutes of the meeting the report is presented at.

Failure to attend a minimum of 6 regularly scheduled monthly meetings of the general constituency of NPU-Y will result in automatic removal of the Committee appointee.

## ARTICLE VI: VOTING

### 6.1 General Voting

Each person who meets the requirements for membership stated in [Article II, Sec. 2.1 – 2.2](#), becomes eligible to vote on general NPU-Y issues including elections of Officers, upon attendance of his or her THIRD (3<sup>rd</sup>) meeting within the prior period of TWELVE (12) months.

Each person is entitled to ONE (1) vote, and in the event a person qualifies for membership to NPU-Y on the basis of being a Residential Constituent and a Business Constituent ([Article II, Sec. 2.1 – 2.2](#)) that person shall be entitled to ONE (1) vote.

Any Member seeking to vote on behalf of an entity under the qualifications as a Business Constituent ([Article II, Sec. 2.1-2.2](#)) must produce the articles of incorporation or organization of the entity, or proof of ownership of the entity, or proof that the right to vote on behalf of that entity has been assigned to that individual should such information be requested by the presiding person at the NPU-Y General Body meeting.

Correspondingly, only one member shall be eligible to vote on behalf of any eligible entity. The representative of an entity must identify the entity being represented in the relevant meeting. Failure to do so will result in forfeiture of any vote(s) cast or credit of meeting attendance toward establishing voting privileges.

Any member eligible to vote must be present at or connected to the NPU-Y General Body Meeting or Committee meeting, in whatever method or format that is being used to conduct the meeting, to cast their vote, and to have their vote recorded or counted.

Absentee or proxy voting is not allowed.

### 6.2 Voting for Adopting & Amending Bylaws

All members ([Article II, Section 2.1-2.2](#)) of NPU-Y are eligible to vote without restrictions or conditions on adopting the Bylaws, and on approving any amendments to the Bylaws.

### 6.3 Voting for Adopting & Amending Operating Procedures

All eligible voting members ([Article II, Section 2.1-2.2](#)) of NPU-Y are eligible to vote without restrictions or conditions on adopting the Operating Procedures, and on approving any amendments to the Operating Procedures.

## ARTICLE VII: CONFLICTS OF INTEREST AND ABSTENTIONS

### 7.1 Standards of Conduct

The Board of Ethics of the City of Atlanta has adopted Advisory Opinion 2004-4 on Conflict of Interest Related to Neighborhood Planning Units (NPU). Compliance with these Standards of Conduct assures the integrity of decisions made by the NPU.

NPU-Y requires that voting by Officers, Committee Chairs, and Committee members in its proceedings maintain independence and objectivity of judgment or action in the performance of their duties as Officers of NPU-Y.

### 7.2 Conflict of Interest – Financial Stakes

An Officer or Committee member is deemed to have a conflict of interest on a matter under consideration, and shall abstain from voting on that matter in Committee meetings, or the meetings of the general constituency of NPU-Y if he/she, or any member of his/her immediate family,

- a. has a financial stake in the outcome of a particular vote; or
- b. has direct ownership interest in a proposed project to be voted on; or
- c. owns any right or interest in real property that is the subject of the vote, even if such ownership or right is contingent upon rezoning or changing the Comprehensive Development Plan; or
- d. is being paid or is owed payment of fees by a person or entity having such a financial stake, ownership interest or other right or interest for services rendered in connection with the matter before NPU-Y, even if the services are not directly connected with the issue to be voted on; or
- e. is an employee of any person/organization having an interest described in (a)-(d) above, or
- f. owns at least ten percent of the stock of a corporation or at least ten percent of the equity ownership of an entity having any of the interests listed in (a)-(d) above.

An Officer or Committee member with such conflicting interest shall disclose it prior to discussing the matter in any NPU-Y meeting of the Executive Committee, the Standing Committee, or any Ad Hoc Committees.

If a question is raised as to a conflict of interest of an Officer or a Committee Chairperson of NPU-Y, the Executive Committee member, or Standing Committee member, or Ad Hoc Committee member in question shall disclose all his/her financial interests, if any, in the matter under consideration. The member's responses to the questions pertaining to the alleged conflict shall be recorded in the written minutes for vote(s) taken on the matter.

### 7.3 Conflict of Interest – Non-Financial Stakes

An Officer or Committee Chairperson having no financial or ownership interest listed in [Article VII, Sec. 7.2](#) (a-f), but with a personal interest in the outcome of a vote by virtue of a relationship to the issue or the real property which is the subject of a proposal, the entity proposing an action or the entity opposing an action may vote and speak as to the issue before NPU-Y, however that person

shall disclose his/her personal interest to the Executive Committee prior to speaking or voting on the matter in Committee meetings or at the general meeting of NPU-Y.

Such disclosure enables the Executive Committee to evaluate the context of opinions expressed, and does not suggest impropriety on the part of the disclosing member of the Executive Committee.

*[Examples: employees of corporations owning land near to a parcel that is the subject of a re-zoning; members of an affected neighborhood association; private landowners near a parcel that is the subject of a proposed re-zoning; and, anyone who will apparently sustain a personal impact from a proposed re-zoning. Persons in such status with respect to a matter under consideration are eligible to speak about and vote on such matters, but shall disclose their status to the Executive Committee and to the members of NPU-Y.]*

#### **7.4 Abstentions**

A member of the Executive Committee or any Standing Committee is entitled to abstain from voting for other reasons. However, if a member persistently abstains from voting without explanation, the Chairperson of NPU-Y or the Committee Chairperson shall require disclosure of the Executive Committee or Standing Committee member's reason(s) for abstaining. The reason(s) given shall be recorded as a part of the written minutes for the vote(s) taken on the matter.

#### **7.5 Consequences for Violation**

A violation of [Article VII, Sec. 7.2-7.3](#) can subject an Executive Committee member to removal under [Article III, Sec. 3.3.1](#). If, as a result of such violation, the Executive Committee, or Standing Committee, or Ad Hoc Committee takes a position that would be otherwise if the member had abstained, the Executive Committee or Standing Committee shall be entitled to reconsider the same issue immediately upon discovery of the violation.

#### **7.6 Remedies for Votes Cast**

If a matter in which a vote was cast in violation of [Article VII, Sec. 7.2-7.3](#) has proceeded to another entity, the NPU-Y Chairperson or the Committee Chairperson shall immediately notify the entity before which the matter lies to inform that entity of the violation and the difference, if any, that the recorded vote made.

### **ARTICLE VIII: ADOPTION OF OPERATING PROCEDURES**

*The Executive Board of NPU-Y may propose appropriate Operating Procedures which shall provide additional guidance on processes, actions, and mechanisms that are related to but not fully described in these Bylaws. The Operating Procedures shall be considered as a companion to the Bylaws, and are not independent of the Bylaws. Where there is a conflict between the Bylaws and the Operating Procedures, the Bylaws shall prevail. 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.*

## 8.1 Amendments

Amendments to these Operating Procedures may be proposed by any member of NPU-Y at a regularly scheduled monthly meeting of NPU-Y. If the motion prevails, then the Chairperson of NPU-Y shall immediately establish an Ad Hoc Committee to consider, discuss, and draft amendments to the Operating Procedures. The Ad Hoc Committee reviewing the Operating Procedures shall provide to the Executive Committee a draft of the proposed amendments to the Operating Procedures. The Operating Procedures shall be approved at a regularly scheduled meeting at which a quorum is present and by a simple majority.

Any amendments to the Operating Procedures shall not take effect, and shall only be incorporated at the annual adoption of the Bylaws, and become effective on January 1<sup>st</sup> of the following year.

The Bylaws Committee shall be authorized to present suggested emergency amendments to the Operating Procedures during the May NPU-Y General Body Meeting, voted on by a  $\frac{2}{3}$  majority vote from the General Body during the June NPU-Y General Body Meeting.

## ARTICLE IX: BYLAWS – AMENDMENTS, ADOPTION, AND ANNUAL REVIEW & FILING

### 9.1 Amendments

Amendments to these Bylaws may be proposed by any member of NPU-Y at a regularly scheduled monthly meeting of NPU-Y. If the motion prevails, then the Chairperson of NPU-Y shall immediately establish an Ad Hoc Committee to consider, discuss, and draft amendments to the Bylaws. The Ad Hoc Committee reviewing the Bylaws shall provide to the Executive Committee a draft of the proposed amendments to the Bylaws. The Bylaws shall be approved at a regularly scheduled meeting at which a quorum is present and by a simple majority .

Any amendments to the Bylaws shall not take effect, and shall only be incorporated at the annual adoption of the Bylaws, and become effective on January 1<sup>st</sup> of the following year.

### 9.2 Adoption of Bylaws

On or before the September meeting of the general constituency of NPU-Y, the Chairperson of NPU-Y shall schedule on the agenda a vote for adopting any proposed amendments to the Bylaws. If a quorum ([Article 5, Sec. 5.2](#)) is present, a majority vote— of the eligible members in attendance shall be required to adopt the amendment to the Bylaws.


### 9.3 Annual Review & Filing

The Chairperson of NPU-Y shall submit amendments to these Bylaws to the Bureau of Planning no later than September 30 of each year for compliance with Code requirements of the City. The

Planner for NPU-Y shall attach Sections 6-3011 through 6-3019 of the Code as an exhibit to these Bylaws with each annual submission to the Bureau of Planning.

These Bylaws were adopted by a vote of 24 - 0 - 0  
*For - Against - Abstained*

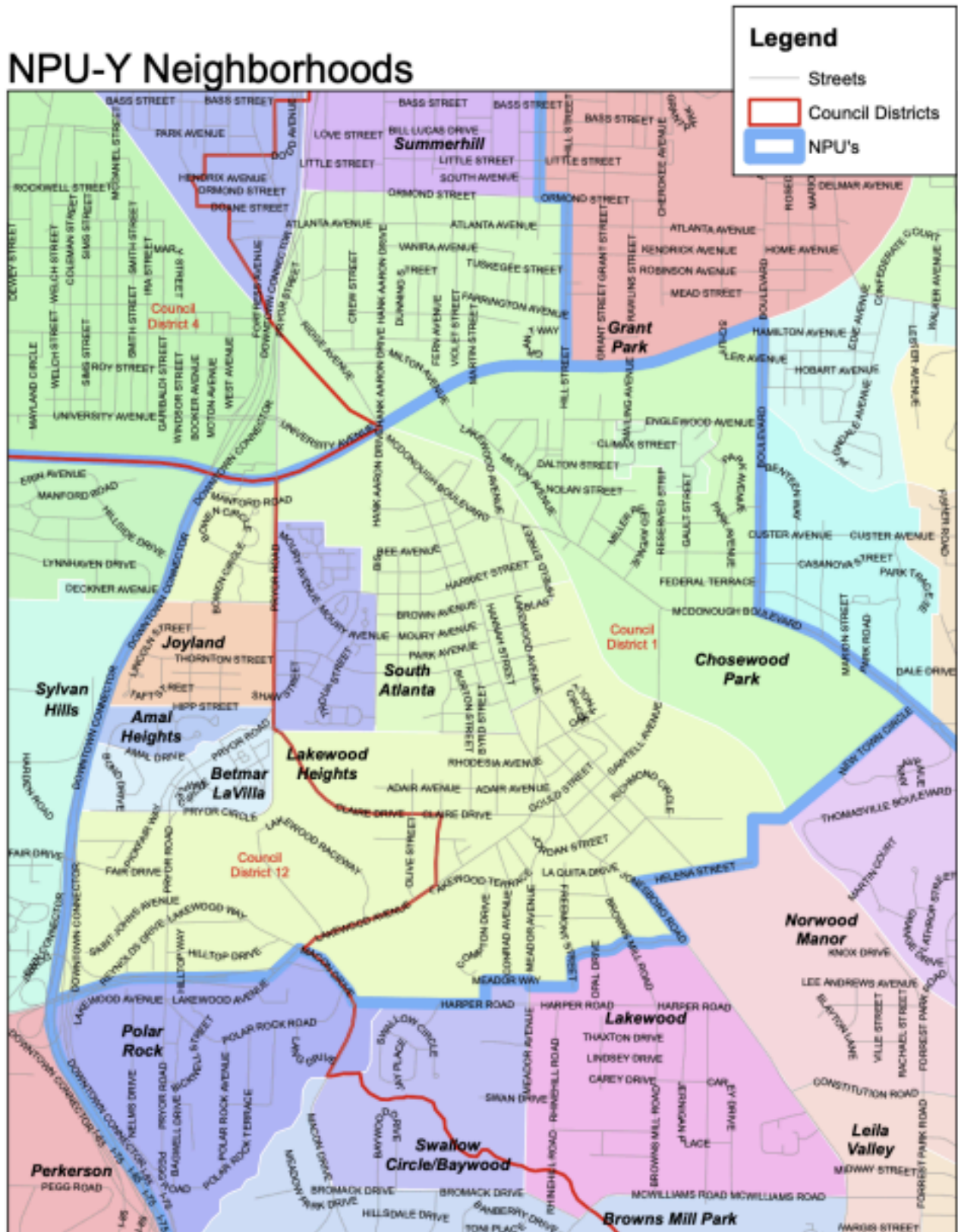
on September 16th of 2025.  
*Date*

Nichole Weiswasser  9/30/2025  
*NPU-Y Chairperson Name (Print) Signature Date*

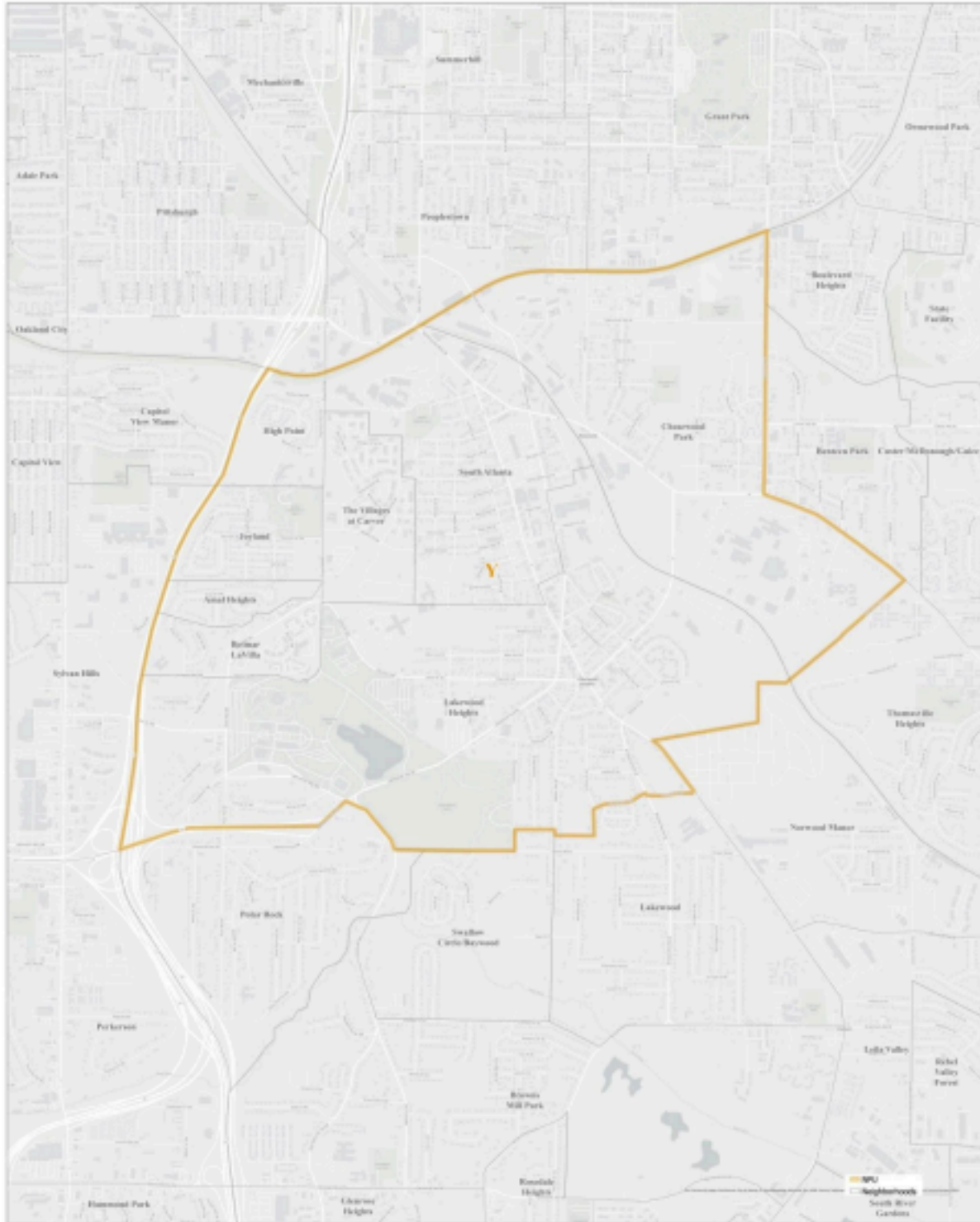
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*Reviewed and Approved Date*

**NPU-Y Bylaws (Amended 2024)**  
**APPENDIX A: NPU-Y Neighborhood Map**



# NPU- Y and Neighborhoods Map



Status:  
Date: 6/24/2023  
Requested By:  
User Name: gillman  
Path: \\gis\work\Info\project\MapCollection\WebDataMapServer\NPU\MapDoc\NPU.aprx

This map is intended for informational purposes only. The City of Atlanta does not warrant the accuracy or completeness of the information presented on this map. The City of Atlanta is not responsible for any errors or omissions on this map. The City of Atlanta is not responsible for any damages or losses resulting from the use of this map. The City of Atlanta is not responsible for any claims or liabilities arising from the use of this map. The City of Atlanta is not responsible for any claims or liabilities arising from the use of this map.

<https://gis.atlantaga.gov/docs/npu/npu.pdf>

## APPENDIX B: City of Atlanta Ordinances

### ARTICLE B. - NEIGHBORHOOD PLANNING

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

The council finds that it is in the public interest for the City of Atlanta to have an organized program of neighborhood planning. It is the purpose of this article to provide an opportunity both for the citizenry formally to provide input into the comprehensive development plan of the city and to provide a means by which information concerning the operation of city government can be provided to the citizens of Atlanta. Further, it is the policy of the city to coordinate the recommendations of neighborhood planning units with the formulation of the city's budget, both capital and operating, in order that the comprehensive development plan be an effective policy guide for the orderly development of the city.

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

#### Sec. 6-3012. - Definitions.

As used in this article:

(1)

*Neighborhood* means a geographic area either with distinguishing characteristics or in which the residents have a sense of identity and a commonality of perceived interest, or both. Factors that may contribute to neighborhood identity include shared development, history, architecture, social and economic relationships, physical boundaries and the existence of one or more broadly representative neighborhood organizations devoted to neighborhood preservation and improvement.

(2)

*Neighborhood planning unit*, hereinafter also referred to as N.P.U., means (1) a geographic area composed of one or more contiguous neighborhoods, which have been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (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 city planning shall recommend 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. Such designation shall be approved by the Atlanta City Council. 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; [Ord. No. 2022-35\(22-O-1747\)](#), § 1, 10-12-22)

**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)