ARTICLE I – NAME

1.1 The name of this organization shall be Neighborhood Planning Unit- L

ARTICLE II – BOUNDARIES

2.1 The boundaries of NPU-L shall exist as follows:

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

ARTICLE III – PURPOSE

3.1 To assist communities by whatever means possible in the physical and human development of their neighborhoods, in providing for the wellbeing of residents and the general livability of the neighborhoods to includes land use, zoning, housing, community facilities, human resources, traffic, transportation, open spaces and parks, etc. within NPU-L. To advise the City of Atlanta including the Mayor, City Council and any department of officials of the City on matters pertaining to the communities in NPU-L. These purposes shall be (executed) carried out in accordance with the will of its members

ARTICLE – IV MEMBERSHIP

4.1 The membership of NPU-L shall have two classes of members: Residents and Non Residents.
a. Residents shall be any person 18 years of age or older whose primary place of residence is within the NPU-L boundaries may be a member.

Proof of Residency: Current Georgia Driver’s License; State of Georgia Identification Card; Voter Registration Card; Utility Bill; or any state sanctioned identification. All new members shall be required to show proof of residency upon entry into the NPU. Documentation of residency shall be presented to the recording secretary.

b. Non Residents shall be representatives of Corporations, Organizations, Property Owners, Institutions, and Agencies. Any person who owns property or who is employed by a corporation, institution or agency which owns property or has a place of business or profession within the NPU may be a member.

Each such organization may designate one person and one alternate who is eligible as its voting representative to the NPU. Said existing organization or institution must send a letter to the NPU designating their voting representative and one alternate (to vote in place of the designated representative, in the event that the representative can’t come) by January 31st of each calendar year. The designated representative and alternate may have only one vote.

Any new representative of a corporation, organization, property owner, institution or agency entering into the NPU after January 31st of each year shall be required to submit their documentation and authorization to act on behalf of such organization, corporation, property owner, institution or agency within thirty (30) days of entry into the NPU.

Proof of Residency: All organization, corporations, institutions, property owners and agencies must show proof of residency by submission of a Warranty deed or property tax bill to property establishing ownership; an updated State of Georgia Certificate of Existence for Corporations, Articles of Organization for LLC’s and institutions; business licenses, professional licenses, or any such documents that identifies such organization as an entity. Documentation of residency shall be presented to the recording secretary.

4.2 There shall be no cost associated with becoming a member of the NPU.

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

ARTICLE V – MEETINGS

5.1 The NPU shall meet in regular session on the 2nd Tuesday of each month at 7:00 pm from January to December unless otherwise ordered by a vote of the membership. The NPU will not meet in the month of July.
5.2 Fifteen (15) or more members of the NPU-L shall constitute a quorum. If there is an adjournment for the lack of a quorum, the meeting may be rescheduled with the membership being notified of the time, date and place of the rescheduled meeting.

5.3 In the rescheduled meeting, business may be conducted as usual. With the affirmative vote of a majority of the eligible members present, the actions of the NPU taken at such a meeting will be binding.

5.4 Special meetings may be called by the Chairperson. In order for a special meeting to be called, it shall be indicated that such a meeting is necessary to deal with matters of dire need to the neighborhoods, and or the NPU. The purpose of a special meeting shall be stated in the call, except in the case of an emergency. At least five (5) days notice shall be given prior to the date of the meeting.

5.5 Meetings will rotate at venues between the English Avenue and Vine City neighborhoods every six (6) months. Arrangements for the meetings shall be made by the Chairperson, Vice-Chairperson or another designated person.

ARTICLE VI – OFFICERS AND ELECTION OF OFFICERS

6.1 The privilege of holding office, making motions and voting, shall be limited to members of NPU-L.

6.2 The officers of the NPU, shall be a Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian or such other officers as may be deemed necessary. These officers shall perform the duties prescribed by these bylaws and be the parliamentary authority adopted by the NPU.

6.3 At the regularly scheduled meeting held on the second Tuesday of the month of October, nominations will come from the eligible body consisting of a quorum of fifteen (15) voting members that are in attendance.

6.4 The Officers shall be elected by a show of hands or by other such means as the NPU deems necessary. Officers shall serve for one year or until their successors are elected and their terms shall begin at the first regularly scheduled meeting at the beginning of the following calendar year. An officer may succeed themselves if it is the will of the body and no member shall hold more than one office at a time.

6.5 All officers shall be elected by a majority vote at the annual November meeting and open to all eligible members of the NPU.

6.6 In the event that any officer other than the Chairperson is unable to serve their full term, said officer shall be appointed by the Chairperson subsequent to three NPU meetings when a
special election is called by the Chairperson to fill the vacancy. The Vice-Chairperson becomes the Chairperson if the chairperson becomes vacant.

6.7 For one to become a candidate for office, such person shall have been a bona fide resident of NPU-L for a period of no less than twelve (12) months. All officers must be a resident living in NPU-L.

ARTICLE VII – DUTIES AND RESPONSIBILITIES OF OFFICERS

7.1 Chairperson

The Chairperson’s duty is to preside at all meetings and events of the NPU. The Chair shall call special call meetings, when required, and shall perform other duties necessary to fulfill the purposes of the NPU. In the event of any vacancy, the Chair shall appoint a successor in accordance with section 6.6. The Chair shall be ex-officio, a member of all standing and special committees.

7.2 Vice-Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall preside at the said meeting and while so presiding, shall have all the powers of the Chairperson. The Vice-Chairperson, as the Chair’s Deputy, shall perform on his/her behalf such duties as may be delegated to the Chairperson.

7.3 Recording Secretary

The Recording Secretary shall be responsible for keeping the membership rolls. The Recording Secretary shall distribute scheduling information for meetings and other activities. The Recording Secretary shall take the minutes at the regularly scheduled monthly meetings, covering the discussion of each agenda item. The Recording Secretary shall make the minutes available to the membership as necessary.

7.4 Corresponding Secretary

The Corresponding Secretary shall maintain communication between the NPU and its membership and be responsible for all correspondence as directed by the Chair and the Executive Committee, keep the roster of the membership of the NPU and address and carry out other such duties as are prescribed from time to time in the bylaws. The Corresponding Secretary shall assume the duties of the Recording Secretary in his/her absence until the position is filled.

7.5 Treasurer

The Treasurer is in charge of all financial aspects, and may accept funds directly or through the secretary. The Treasurer also prepares and provides financial statements to the organization and
tracks all deposits, expenses and other financial dealings. The Treasurer is in charge of administering the cash when the organization holds a special event for the public.

7.6 Parliamentarian

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

VIII – Removal of Officers

8.1 Any qualified member of NPU-L may request a review or evaluation of the performance or conduct of an officer based on anyone of the following criteria:

  a. Violation of these by-laws and the City of Atlanta’s Code of Ethics.
  b. Failure or inability to perform duties.
  c. Conflicts of interest.
  d. Absence from three (3) consecutive NPU-L meetings without notification.
  e. Absence from four (4) regular NPU-L meetings without notification.

8.2 Notice and Review

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

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

The final decision shall be that of 2/3 vote of the membership present and voting. If removal is upheld, Article VI Section 6.6 shall take effect.

IX – Voting

9.1 To be eligible to vote on matters other than the election of officers, a member must have attended two (2) NPU meetings within the last twelve (12) months.

9.2 To vote on the election of officers of the NPU, an individual must attend five (5) meetings between the months of January and October during the calendar year of the NPU.
X – ARTICLES OF ORGANIZATION

10.1 NPU-L shall exist as an unincorporated association of its members. Its “Articles of Organization” is comprised of these bylaws. The bylaws shall be deemed to be the articles of the NPU.

10.2 All recommendations for land use and zoning from the NPU to the City or any of its agencies, shall be recommended by the neighborhood associations and the directly impacted residents within 300 feet of the property in question before they are submitted by the NPU to any other source.

10.3 The NPU shall represent the will and desire of its membership, neighborhoods and civic associations as defined in Article III 3.1 of these bylaws, within the boundaries of English Avenue and Vine City.

10.4 A neighborhood association shall make its recommendations in writing signed by an authorized individual with a copy of the voting records to the NPU, in order to have them become a part of the overall recommendations it will make to the City.

10.5 The NPU shall have the right to review and comment on plans developed by the neighborhood associations prior to submission to the City or any related agency.

10.6 If the NPU feels that adjustments should be made in a neighborhood association’s plan, the NPU shall make recommendations to the community association involved, but leave all adjustments where the plan is concerned to be made by that neighborhood association.

10.7 The NPU shall not support any agency or organization operating within its boundaries unless that agency has provided a mission statement. Those agencies shall come before the NPU to advise the NPU of their services and participation requirements.

10.8 The NPU shall assist the City in determining priority needs for neighborhoods, review items for inclusion in the City Budget, and make recommendations related to budget items for neighborhood improvement.

10.9 The Chairperson shall appoint a representative from the NPU-L to represent the interests of the NPU at the Atlanta Planning Advisory Board on a yearly basis.

10.10 The NPU shall recommend two (2) members to the Mayor to serve on the Atlanta Development Authority’s Westside TAD Neighborhood Fund Advisory Board. Once a member has been chosen, he/she shall make quarterly written reports to the NPU.
ARTICLE XI – COMMITTEES

11.1 The committees of the NPU will be 1) Executive Committee, 2) Land Use and Zoning, 3) Transportation, 4) Housing, 5) Social and Human Resources, 6) Public Safety, 7) Bylaws Review, 8) Environmental, 9) CIP & CDP, 10) Economic Development, 11) Education; and any other committee as appointed by the Chairperson.

ARTICLE XII – COMMITTEE FUNCTIONS

12.1 The Land Use and Zoning committee shall study and plan in cooperation with neighborhood associations for land use and zoning needs, consider all questions and problems relating, but not limited to the adequacy and utilization of the land to its highest and most beneficial use to the community.

12.2 The Transportation Committee shall perform the duties of studying and planning for transportation needs, including but not limited to transportation facilities, routes, street signage and traffic flow.

12.3 The Housing Committee shall perform the duties of studying and planning for improvement of residential and other housing needs, accurately identifying blighted areas, make recommendations with reference to code enforcement, counsel citizens of the neighborhoods as to their housing rights, the availability or grants and low interest loans that can be used by the elderly, handicapped and others for rehabilitation purposes. This committee shall work to create meaningful lines of communication and methods for making information readily available to citizens in a manner that can be easily understood. The duties of the Housing Committee may not necessarily be limited to these aforementioned duties.

12.4 The Social, Human Resources Committee shall perform the duties of studying and planning for the needs of communities, neighborhoods and facilities, services such as public libraries and schools, art and day care centers, employment services, preservation of historic sites, health clinics and hospitals, sewers, garbage and trash collection, pest control, water and electric power, fuel and telephone, parks, swimming pools, golf and other recreational services.

12.5 The Public Safety Committee duties and responsibilities shall be to study and plan for such services as law enforcement, fire stations, civic defense, street signs, lights and any other public safety duties as assigned.

12.6 The Bylaws Review Committee shall perform duties and responsibilities related to modifications, alterations and corrections to the bylaws of the NPU. This committee shall meet annually and make its recommendations to the NPU in the month of August for approval during the month of September of each year.
12.7 The Environmental Committee shall consider all matters relating to planning for a pleasant and healthful environment, including but not limited to solid waste disposal, water and air pollution, noise abatement, sanitation and code enforcement in the NPU and shall make recommendations to the NPU.

12.8 Capital Improvement Plan (CIP) and Atlanta Strategic Action Plan (ASAP) formerly (Comprehensive Development Plan-CDP) Committee shall study the annual capital improvement plan budget, the five (5) year Atlanta Strategic Plan and updates and make recommendations to the Mayor and Atlanta City Council regarding “goals, policies and funding impacting development goals, objectives and policies, identification of the general location, character and extent of streets and thoroughfares, parks, recreation facilities, sites for public buildings and structures, City and privately-owned facilities, transportation systems and facilities, housing, community facilities, future land use for all classifications and other such elements, features and policies as will provide for the improvement of the City of Atlanta and NPU-L over the next 15 years.”

12.9 Economic Development Committee’s mission is to achieve an environment of economic vitality for the residents and businesses of the NPU-L communities by increasing employment and entrepreneurial opportunities. This vision is to promote a dynamic and diverse business climate in the NPU-L community by aggressively pursuing avenues of growth for new and existing businesses toward a goal of maximizing employment opportunities and improving the quality of life within the community.

12.10 Education Committee shall provide a structure for the collective voice for parents and community members of NPU-L to improve and support public education in NPU-L. The Chairperson of the Education Committee shall represent NPU-L at the Atlanta Public Schools Board meetings.

12.11 The Executive Committee shall consist of all elected officers and standing committee chairs. The Executive Committee shall meet monthly, at a time to be determined by the Chairperson, prior to the regular NPU meeting. The Executive Committee shall oversee the process for the removal of officers.

12.12 All committees shall report their findings and make recommendations to the NPU for approval.

ARTICLE XIII — AMENDMENT

13.1 These bylaws shall only be amended annually by a majority vote of the members in attendance at the meeting where the bylaws are adopted and in accordance with the parliamentary authority for the NPU and Robert’s Rules of Order, newly revised.
13.2 Approved changes to the bylaws shall be submitted to the City of Atlanta’s Bureau of Planning by September 30th of each year. These bylaws shall become effective on January 1st of the following year.

13.3 Proposed amendments to the bylaws shall be submitted in writing to the NPU-L Secretary for review by the necessary parties, (i.e. Bylaws and Executive Committees). The proposed amendment(s) shall be published in full text in the following month’s meeting agenda. Any amendment must be carried by a simple majority vote of those members present.

13.4 Atlanta code of ordinances, sections 6-3011 through 6-3019, which govern Neighborhood Planning Units are hereby incorporated as a part of these bylaws. The City Ordinance shall govern where there is a conflict between these bylaws and the Ordinance. (SEE ATTACHMENT B)

CERTIFICATION

I hereby certify that the attached are a true and correct version of the Bylaws of NPU-L. Adopted by a majority vote of the members at a regularly scheduled meeting of the membership on September 10, 2013.

Signed: __________

Date: September 26, 2013
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 citizens 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 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 references: Boards and commissions, § 3-401.

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

Cross references: 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)