

**NEIGHBORHOOD PLANNING UNIT - L
BYLAWS**

Revised August 25, 2016 and effective January 1, 2017.

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Atlanta
Planning
Unit - Bylaws

OCT 25 2016

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NEIGHBORHOOD PLANNING UNIT - L

BYLAWS

Revised August 25, 2016 and effective January 1, 2017.

ARTICLE I - NAME

- 1.1 The name of this organization shall be Neighborhood Planning Unit - L, also known as NPU-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 Boulevard, NW, thence north along Joseph E. Boulevard, NW to West Marietta Street, NW, thence continuing north along an extended line of Joseph E. Lowery Boulevard, 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 (MAP)).

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 well-being of residents and the general livability of the neighborhoods to include, but not limited to land use, zoning, housing, community facilities, human resources, traffic, transportation, green spaces/parks, etc. within NPU-L. To advise the City of Atlanta including the Mayor, City Council and any official department 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 **Membership.** The membership of NPU-L shall have two classes of members: Residents and Non Residents.
- 4.1A **Residents** shall be any person 18 years of age or older whose primary place of residence are 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. All existing residents shall be required to show proof of residency annually.
- 4.1B **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 cannot 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 organizations, 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 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.

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

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 **Meeting Day and Time.** 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.
- 5.2 **Quorum.** 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. 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.
- 5.3 **Special Meetings.** The Chairperson may call special meetings. 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. At least five (5) day notice shall be given prior to the date of the meeting.
- 5.4 **Meeting Venues.** Meetings will rotate at venues between the English Avenue and Vine City neighborhoods. 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 **Privileges.** The privilege of holding office, making motions and voting, shall be limited to members of NPU- L.
- 6.2 **Officers.** The officers of the NPU shall be: 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 **Nominations.** At the regularly scheduled meeting held on the 2nd 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. Nominations shall be made from the floor and voted upon at the November meeting.
- 6.4 **Term of Office.** The Officers shall be elected by a show of hands or by other such means, as the NPU deems necessary. Officers shall serve for two years 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. However, no officer shall serve no more than three (3) consecutive terms.

- 6.5 **Elections.** 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 **Appointment of Officers.** In the event that any officer other than the Chairperson is unable to serve their full term, the Chairperson subsequent to three NPU meetings should appoint officer 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 **NPU-L Officers.** 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 (January - December). All officers must be a resident living in NPU-L and shall have attended five (5) meetings in the current year seeking office.

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 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 upon vacancy in accordance with ARTICLE VI – OFFICERS AND ELECTION OF OFFICERS section 6.6 Appointment of Officers. 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 within one week of the information being received. 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 one week before the next scheduled monthly meeting.
- 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 through a designated fiscal agent, voted upon by the membership. 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.

ARTICLE VIII - Removal of Officers

- 8.1.1 **Review or Evaluation of an Officer.** Any qualified voting 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 bylaws and the City of Atlanta's Code of Ethics
 - b. Failure or inability to perform duties
 - c. Conflicts of Interest
 - d. Absent from three (3) consecutive NPU-L meetings without notification

- e. Absent from four (4) regular NPU-L meetings without notifications

- 8.1.2 **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 – OFFICERS AND ELECTION OF OFFICERS section 6.6 Appointment of Officers shall take effect.

ARTICLE IX - Voting

- 9.1 **Eligibility to Vote.** 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 six (6) months.
- 9.2 **Voting on Officers.** To vote on the election of officers of the NPU, an individual must attend four (4) meetings between the months of January and October during the calendar year of the NPU.

ARTICLE 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, neighborhood and civic associations as defined in ARTICLE III - PURPOSE 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 will be announced at the February meeting. The delegate/alternate is required to provide a monthly written report to the Secretary and report out during Committee Report section of the agenda.
- 10.10 The NPU shall recommend the Chair, plus 1 member for a total of 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) Zoning, Land Use + Housing 3) Public Safety and any other committee as appointed by the Chairperson and all committees shall work in cooperation with the two *official* NPU-L neighborhood organizations English Avenue Neighborhood Association and Vine City Civic Association.

ARTICLE XII – COMMITTEE FUNCTIONS

- 12.1 **Executive Committee.** 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.
- 12.2 **Zoning, Land Use + Housing Committee.** The Zoning, Land Use + Housing 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. Additionally, 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 of 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.
- 12.3 **Public Safety Committee.** 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.
- 12.4 **Committee Reports.** All committees shall report their findings and make recommendations to the NPU for approval in writing.

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.
- 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). Additionally, the Ethical Guidelines for Neighborhood Planning Unit Officers (SEE ATTACHMENT C) shall be adhere to regarding Conflict of Interest for all elected and appointed officers.

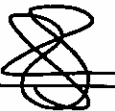
CERTIFICATION

I hereby certify that the attached are a true and correct version of the NPU-L Bylaws.

Adopted by a majority vote of the members at a regularly scheduled meeting of the membership on

| 09.13.2016 |

Month Day Year

Signed:  Pamela Flores Chairperson

Date: | 09.29.2016 |

INCLUDED ATTACHMENTS ---

Attachment A: Official City of Atlanta Neighborhood Planning Unit – L Map

Attachment B: City of Atlanta Code of Ordinances, Sections 6-3011 through 6-3019

Attachment C: Ethical Guidelines for Neighborhood Planning Unit Officers

City of Atlanta
Office of Planning
NPU Division - Bylaws

OCT 05 2016

Attachment A: Official City of Atlanta 2016 Neighborhood Planning Unit – L Map

NPU-L Neighborhoods

