

**2024 NEIGHBORHOOD PLANNING UNIT – I
BYLAWS FOR FEEDBACK**

*“Where Love of Community, Dignity & Respect, Professionalism, and
Commitment Drives Everything We Do*

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2024 NPU-I BYLAWS

ARTICLE I. GENERAL

1.1 These by-laws are to serve the organization Neighborhood Planning Unit I, (hereinafter referred to as “NPU-I”) and to define the authority and responsibilities of NPU-I. The NPU system was established to bring together residential and business interests in the area in a cooperative effort to advise the City of Atlanta and its representative officials and agencies of all matters affecting the environment, the well-being of residents, and the general livability of the neighborhoods within NPU-I as defined by the City Department of Planning and Community Development and approved by the City Council and the Mayor.

In addition, Matters of representation shall also include but not be limited to land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open spaces, and parks. NPU-I may also assist City agencies in determining priority needs for the neighborhoods, make recommendations on the City's Comprehensive Development Plan, and may review items for inclusion in the City Budget and make recommendations relating to budget items for neighborhood improvement.

ARTICLE II. MEMBERSHIP

2.1 Any person 18 years of age or older whose primary place of residence is within NPUI or who operates or represents a corporation, organization, institution, or agency that owns property or has a place of business or profession with NPU-I is eligible for membership in NPU-I.

ARTICLE III. MEETINGS

3.1 MEETINGS. The NPU shall meet in regular session on the 3rd Wednesday of each month at 7:00p.m, except for July and December when no NPU-I General Meeting will be held without special call. A meeting may be conducted virtually, telephonically or in person. Eligible members are able to participate in the meetings. The meeting date may be changed at any time by the body at a regularly constituted meeting. At such meetings, each member as defined in Article II Membership shall have one vote per household. In addition, NPU-I shall meet in November of each calendar year for the principal purpose of elections. “All NPU-I meetings, its Executive

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Committee, and its Subcommittees shall be open to the members of NPU-I and notice of such meetings shall be publicized as much as reasonably possible.” In situations where City of Atlanta deadlines require that a decision be made by NPU-I, on matters that fall between NPU-I monthly meetings, the Executive Committee shall be authorized to take a vote of the Committee via telephone conference call or other electronic means, as the Chairperson may designate.

In order, to have outstanding Meetings, NPU- meetings that are purposeful, fair, informative, and gratifying this Code of Conduct includes the following behaviors:

Respect the dignity of all persons by:

- Recognizing and upholding the allotted to time-period to speak.
- Raising your hand for recognition to speak.
- Stating concise and brief comments and/or questions without bias and personalization.
- Accepting the fact that all persons may not be recognized for every agenda item.
- Using the chatroom to seek additional information specifically for you.
- Reserving the chatroom for constructive statements that can generate ideas for growth.
- Listening and seeing presented items in the broadest perspective possible through the lens of the community as a whole.
- Volunteering to join a task group to promote progress, solve an issue, to promote change.
- Staying involved for the betterment of our NPU-I.

3.2 QUORUM. A minimum of ten (10) members must be present at a meeting conducted virtually, telephonically or in person at any duly constituted meeting of a membership of NPU-I in order to be a quorum to conduct official business of the NPU.

3.3 AGENDA. The agenda for the meeting will be determined by the Chairperson in consultation with the Executive Committee and the Neighborhood Planning Coordinator. The agenda shall be distributed to NPU-I members by the Bureau of Planning prior to each meeting. (AGENDA NOTICE REQUIRED). A final vote by NPU-I to recommend that an action be taken by any official or governmental body, (except for a recommendation that such official or governmental body defer action on a matter to a later date,) can only occur if the matter has been printed on the agenda notices mailed out by the City to the NPU-I mailing list prior to the NPU-I meeting. However, this requirement of agenda notice may be waived upon an affirmative 80% majority vote of all those qualified voters in attendance at such meeting.

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3.4 SPECIAL MEETINGS. The Chairperson may call special meetings to deal with matters of dire need to the Neighborhoods, and or the NPU-I. The Special Meeting purpose shall be stated in the meeting notice, and the NPU-I will provide at least a five (5) day notice prior to the date of the meeting.

3.5 The procedures and rules governing all meetings of the NPU-I shall be those prescribed by the current edition of Robert’s Rules of Order. For the purpose of clarification of Robert's Rules of Order that "majority vote...means more than half of the votes cast by persons legally entitled to vote excluding blanks or abstentions••", abstentions are not counted in the total count of votes cast and in calculating a majority (50%+1).

3.6 All meetings of the NPU-I and its committees shall be open to the public and NPU membership.

ARTICLE IV. VOTING PROCEDURES

4.1 LIMITATIONS. Each member of NPU-I present and eligible to vote, shall have only one vote per household in each matter requiring a vote by the membership, who shall be 18 years old or older. The chairperson shall vote in breaking a tie when appropriate. Each resident, as defined in Article II Membership shall have one vote per household to be cast in person, virtually or telephonically. Corporations, organizations, institutions, agencies, businesses, or professionals shall by letter of appointment designate one person as voting representative. That Designee shall have one vote to be cast in person.

Corporations, organizations, institutions, agencies, business, or professionals owning more than one piece of property or having more than one office or place of business or profession within NPU-I shall have only one vote which shall represent the primary property, office, or place of business or profession in NPU-I.

Any resident, as defined in Article II Membership desiring to vote at an NPU-I NEIGHBORHOOD PLANNING UNIT I (NPU-I) BYLAWS meeting shall sign-in on an official sign-in sheet or virtual meeting registration. He/she shall list his/her address and present reasonable proof of residency. The Chairperson of NPU-I {or his/her designee} shall have final discretion in determining if "reasonable proof" of residency has been presented for qualification as a voter. The Chairperson of NPU-I may or may not vote at his/her discretion but must cast a vote in the case of a tie.

The Designee of the corporation, organization, institution, agency, business, or professional shall sign in on the official sign-in sheet and shall present proof of location within NPU-I in the form of a copy of utility bill(s), business or professional

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license, bank statement, or insurance policy. After validating a registration, the Designee shall be provided an appropriate voter’s card to vote for in person meetings. An authorized access code to vote shall be provided for meetings conducted virtually or telephonically. Only one voting card or access code shall be issued to any one person per household Corporation, organization, institution, agency, business, or professional within NPUI.

CONFLICT OF INTEREST: Any member, Officer, or Subcommittee Chairperson must make a full disclosure of any direct financial interest he or she may have in any issue before NPU-I begins discussion of the issue, and he or she may not vote on such issue.

4.2 ELIGIBILITY TO VOTE.

VOTING ON NPU-I BY-LAWS: The By-laws shall be presented for Vote during the September General Meeting, and all NPU-I Community present is eligible to vote. If the By-laws are shifted to another day, via Special Call Meeting, all Attendees at the September Meeting are eligible to Vote, and the Bylaws will also be sent to all NPU-I Community.

ANNUAL ELECTIONS/NPU-I BUSINESS MATTERS: Each member in attendance at a meeting who has attended any TWO (2) previous General Monthly meetings during the preceding TWELVE (12) months shall be eligible to vote on all matters including the of election officers.

4.3 OFFICIAL ATTENDANCE RECORDS: The attendance records shall be maintained by the 1st Vice Chair and the 2nd Vice Chair in consultation with the Neighborhood Planning Coordinator and shall be the official basis for the determination of which members shall be eligible to vote or hold office in NPU-I.

ARTICLE V. VOTING PROCEDURES

5.1 FUNCTIONS, POWERS, AND DUTIES. NPU-I may recommend to the City or to any City Department or official any action, any plan, or any policy 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 spaces, and parks. NPU-I may also assist City agencies in determining priority

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needs for the neighborhood and may review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement.

OFFICERS: The Officers of NPU-I shall consist of the following:

Chairperson shall:

- a) Assign local issues to representatives of appropriate neighborhoods. In matters that might impact another neighborhood or NPU, the Chairperson and the representative of the primary neighborhood shall determine who else should be notified.
- b) Prepare an agenda and submit it to the designated office of the DPCD.
- c) Call the regular meetings of NPU-I to order and conduct the meeting proceedings in accordance with the NPU-I
- d) Accept requests for and recommend creation of subcommittees to the Executive Committee and appointment of an Executive Committee member or Officer of an effected neighborhood to serve as Chairperson of any subcommittees which are established by the Executive Committee. A majority vote of the representatives in attendance at a meeting is required to establish a subcommittee and approve the subcommittee's chairman.

1st Vice-Chairperson shall:

- a) Work very closely with the Chair on all matters pertaining to NPU-I.
- b) Work with the Membership Committee to bring in new members.
- c) Maintains the attendance records in consultation with the Neighborhood Planning Coordinator and shall be the official basis for the determination of which members are eligible to vote.
- d) Perform the Chairperson's responsibilities if the Chairperson is unable to perform them.

2nd Vice-Chair shall:

- a) Work closely with the Chair and 1st Vice Chairperson to stay abreast of all NPU-I matters.
- b). Work with the NPU-I Operations to ensure that the Communication/Information process fully reaches out to all NPU-I Communities; and oversee the NPU-I Committees, working with the Chair.
- c). Work with the 1st Vice-Chair on the attendance records with the Neighborhood Planning Coordinator and shall be the official basis for the determination of which members are eligible to vote. d). Perform the Vice-chair's responsibilities and the Chair's responsibilities if either are unable to perform them.

Treasurer shall:

- a. Monitor matters that appear on the agendas of the Atlanta City Council's Finance/Executive Committee and to bring to the attention of the Executive Committee of NPU-I any issues that are of concern to our neighborhood.
- b) Oversee the handling of NPU-I funds and Budget Allocations.
- c) Work with the NPU-I Executive Committee to ensure that Grant opportunities receive NPU-I-wide notification and response. Will work with the Economic

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Development Committee and other Committees in support of the NPU-I strategic initiatives.

The Parliamentarian shall:

- a. Be versed on Robert’s Rules of Order.
- b. Assist the chair in maintaining proper parliamentary procedures in general, special and executive meetings.
- c. Apprise NPU-I that Robert's Rules of Order is recognized as the proper parliamentary procedures for conducting the business in NPU-I.

The Sergeant at Arms (Parliamentarian II) shall:

- a. Assist the parliamentarian in the execution of their responsibilities.
- b. Perform the duties of the Parliamentarian in their absence.
- c. Oversee proper etiquette of the overall meeting.
- d. Maintain the time requirements for communication to ensure that all of the Agenda Items are supported.

The Secretary shall:

- a) Maintain a written record of proceedings at regular meetings and ensure information is timely submitted to the chair and the city.
- b) Work with the 2nd Vice-Chair to ensure that the Calling Post is up-to-date and implemented in a timely way to support the General Meeting.
- c). Provides support to the NPU-I General Meeting.

The Assistant Secretary shall

- a. Work with the Operations Chair in support of NPU-I. (in the absence of the Secretary):
- b) Maintain a written record of proceedings at regular meetings.
- c) Maintain an attendance record of representatives at regular meetings.
- d) Manage the Chatroom Message (send Chatroom email to attendees).

ARTICLE VI. ELECTION OF OFFICERS

The election of a slate of officers shall be held at the October Meeting of the Association upon recommendation of an Ad Hoc Nominating Committee of the Association appointed by the NPU-I Chairperson.

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6.1 TERM OF OFFICE - A TERM OF OFFICE SHALL BE TWO (2) CALENDAR YEARS

The term of service for officers shall be two (2) years. Any officer of NPU-I may serve up to two (2) terms, if elected by the NPU-I. After an officer has served up two (2) consecutive terms, that officer shall not be eligible to serve in that same position until after one (1) year has lapsed from the maximum terms served in that position. After one (1) year, a person may be eligible to serve in any position, up to two (2) consecutive terms, upon election by NPU-I.

6.2 REMOVAL. Any officer or agent appointed by the NPU-I may be removed at any special meeting of the NPU with notification in keeping with regular meeting notification processes in which removal shall be specified as the matter to be considered at the meeting. Removal may also be affected at any regular meeting at which at least five (5) days’ notices that removal processing will be brought before such meeting has been given. A removal motion must have at least 2/3 of the membership votes cast on the motion to carry.

- **REMOVAL-RESIGNATION.** If an Officer and/or Chairperson has a personal situation (change in schedule, etc.) and needs to step away, they may submit their resignation. A replacement can be appointed when there are more than six months of service left. If a person resigns within the first three months, an election will be held to replace the individuals.

6.3 VACANCIES. An officer’s position shall become vacant upon death of officer, incapacity to serve, written resignation delivered to the record of the NPU, failure to continue to meet the NPU membership requirements as set out in these by-laws or removal by the NPU as set out in section 6.2 Removal herein. The Chairperson may make appointments to fill unexpired terms of officers.

ARTICLE VII ELIGIBILITY TO VOTE OR HOLD OFFICE

7.1 ELIGIBILITY TO VOTE OR HOLD OFFICE IN THE NPU: No member shall be eligible to vote in the election for NPU-I officers; to be elected to officer status or appointed as a chair of a Committee that does not meet the eligibility requirements outlined in Article IV, 4.2.:
ANNUAL ELECTIONS/NPU-I BUSINESS MATTERS.

ARTICLE VIII STANDING COMMITTEES

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8.1 NPU-I SHALL HAVE STANDING COMMITTEES TO FULFILL THE PURPOSES OF THE NPU IN COORDINATION WITH THE APPROPRIATE MUNICIPAL, STATE, AND FEDERAL AGENCIES. All Committee chairs shall be appointed by the NPU Chairperson and serve at his/her discretion. 3 AD HOC COMMITTEES. The Chair may appoint ad hoc committees for specific tasks over limited periods of time, not to exceed past the calendar year in which it was constituted. The Board may also direct the Chair to appoint an ad hoc committee.

Each Subcommittee shall meet regularly. All members of NPU-I shall be eligible for membership on any Subcommittee. Each civic and business association will be asked to designate one person to each Subcommittee as its official representative. There is no limit to the number of committee members. The Standing committees shall be:

EXECUTIVE COMMITTEE: The membership of the Executive Committee shall consist of the Chairperson; 1st Vice-Chairperson; 2nd Vice Chairperson; Treasurer; Parliamentarian; Sargeant At Arms (Parliamentarian II); Secretary; Assistant Secretary, and two designees each from the civic associations within NPU-I, which are officially recognized by the City of Atlanta.

All members of the Executive Committee must be members of NPU-I and the Executive Committee Members must represent the Neighborhood Community. The Officers of NPU- I shall serve in the same capacity on the Executive Committee. Each member of the Executive Committee shall have one vote to be cast in person, and in the case of Chairs of any Committee or Co-Chairs of a Subcommittee, everyone shall be entitled to one vote to be cast in person. Any Neighborhood Association or civic association located within NPU-I and recognized by the City of Atlanta via Neighborhood Association Registration, or any business whose members have a place of business within NPU-I, may petition at a general monthly meeting of NPU-I to be added to the Executive Committee. Election to the Executive Committee will require a two-thirds (2/3) vote at the monthly meeting of NPU-I. The Executive Committee shall meet upon the call of its Chairperson. A quorum shall consist of 10 members in attendance. NPU-I Officers will serve on the Executive Committee for one year after their term of Office to provide historical information to the current Executive Committee Members.

The Executive Committee Duties shall work together and have the following duties and functions as a Team:

1. To call special meetings of NPU-I
2. To serve as a Subcommittee to advise interested persons and agencies in the City of Atlanta NEIGHBORHOOD PLANNING UNIT I (NPU-I) BY-LAWS
3. To act as a nominating committee for Officers and the Chairpersons of the various

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Subcommittees of NPU-I.

4. To speak on behalf of NPU-I to the City of Atlanta, or to any City of Atlanta Department or Official on any matter upon which NPU-I can speak, within the guidelines established by NPU-I at its meeting. The Executive Committee should work as a Team to speak and carry out the wishes expressed by the NPU-I Body.
5. To inform the residents of NPU-I of any proposal or action occurring.
6. To establish and abolish ad hoc committees as needed.
7. To create and amend the "Policy Sheet". Members may recommend actions and policies for the Policy Sheet upon proper motion made, seconded, and affirmative vote. The Executive Committee shall then accept such policy and such changes or additions shall take effect at the next regular monthly meeting.
8. To serve as the Nominating Committee (representative of NPU-I).

NPU-I COMMITTEES

EXECUTIVE COMMITTEE: The membership of the Executive Committee shall consist of the Chairperson; Vice-Chairpersons; Treasurer; Secretary; Assistant Secretary; Parliamentarian; and Sargeant At Arms (Parliamentarian II); and designees each from the Neighborhood and Civic associations within NPU-I which are officially recognized by the City of Atlanta). All members of the Executive Committee must be members of NPU-I and the Executive Committee shall seek to be representative of NPU-I. The Officers of NPU- I shall serve in the same capacity on the Executive Committee.

Each member of the Executive Committee shall have one vote to be cast in person, and in the case of Co-chairs of any Subcommittee, each Subcommittee shall be entitled to one vote to be cast in person by said Co-chair. Any civic association located within NPU-I and recognized by the City of Atlanta, or any business association whose members have a place of business within NPU-I, may petition at a general monthly meeting of NPU-I to be added to the Executive Committee.

NPU-I COMMITTEES AND SUB-COMMITTEES

1. NPU-I OPERATIONS COMMITTEE CHAIR: The Operations Committee shall have the responsibility to support the NPU-I organization the NPU-I Committees communication and informational tools. This will enable NPU-I programs to operation

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in an efficient, connective manner to fosters cooperation, high-quality and a sharing of talent and resources.

SUB-COMMITTEES

- **Information and Communication Committee, Co-Chair:** shall foster a communications/information system that supports a wide-range of diversity to include NPU-I website and other methods of communicating/informing; marketing and special events. Works with individual Committees to provide similar resources; and ensure that Committee members are receiving appropriate information; Provide marketing NPU-I programs and Committees; Maintains and Identifies meeting places and works with the NPU-I Organizations to identify places where NPU-I Neighborhood Associations can meet, as well as special events.
- **Marketing Committee, Co-Chair:** Works with NPU-I on all Special Events to ensure that calendar of events is posted and promote Special Events. Manage the Calling Post Messages to announce Upcoming meetings.
- **Special Events, Co-Chair:** Works with each Committee and in concert with outside organizations tenure recognition of NPU-I programs and events.
- **Bylaws Committee, Co-Chair:** Work with Bylaws Standing Committee to review the Bylaws each year and work with the Members of the Bylaws Committee and the NPU-I Executive Committee to ensure that the Bylaws are updated and submitted to the NPU-I body for vote every September.

2. HUMAN SERVICES (Women & Youth, Aging, Health, and Education) CHAIR:

Human Services shall monitor the human resources available in NPU-I for residents and make recommendations that will improve the quality of life: shall monitor services provided and funds allocated for human services by the City of Atlanta and Fulton County. Shall facilitate opportunities to educate residents in NPU-I on civic responsibility, leadership, and service. Shall monitor matters related to academic education and technical training available to residents in NPU-I.

- **Women; Youth; and Aging, Co-Chair:** shall work with the Community to Engage Partnerships Organizations that provide support to this group and develop programs that meet the current needs of our Community to include services; education; mentorship; advocacy for Women, Youth & Aging. This also includes. within the Community and Partner with Organizations that focus on the quality of life for seniors and identify opportunities/challenges within NPU-I and beyond.

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- **Health Committee, Co-Chair:** shall work with community organizations, monitor, investigate, and consider all questions related to health and environmental health, and bring to the attention of the Executive Committee of NPU-I any issues that are of concern to our neighborhood.
- **Education Committee, Co-Chair:** shall consider matters relating to education and make recommendations to NPU-I. Human Resources & Education Committee shall monitor the human resources available in NPU-I for residents and make recommendations that will improve the quality of life: shall monitor services provided and funds allocated for human services by the City of Atlanta and Fulton County. Shall facilitate opportunities to educate residents in NPU-I on civic responsibility, leadership, and service. Shall monitor matters related to academic education and technical training available to residents in NPU-I. 19. There is no limit to the number of committee members.
- **Youth Committee: Youth Ambassadors Program, Co-Chair:** shall serve on the NPU-I Executive Committee and work within the Community Applicants must be a college/high/middle school student in good academic standing with no lower than a C average overall and must agree to maintain that good standing throughout their term. Members of the Youth Ambassador’s program must be prepared to meet all of the obligations outlined in the “Roles, Responsibilities, and Time Commitments.” The Youth Ambassadors will be provided assignments via the Chair of the Human Services Committee and the duties shall include various roles within the NPU-I as a learning process, which includes Committee work.

3. COMMUNITY DEVELOPMENT COMMITTEE (ZONING & LAND USE; AND COMMUNITY APPEARANCE COMMITTEE) CHAIR: The Zoning & Land Use; Code Enforcement shall monitor matters related to land use and zoning, new development planning, urban design, and historic preservation, with emphasis on NPU-I issues and makes recommendations to the Executive Committee for appropriation action.

SUB-COMMITTEES

- **Zoning & Land Use Committee (NPU-I ZLUC, Co-Chair:** shall work with the NPU-I Community and the City of Atlanta Planning Department to respond to all issues; inquiries; or request that involve Zoning. Reviews all request for rezoning, variances, special use permits, and adjustment appeals that are presented to the Committee via the Applicant. This will include identifying the areas via Neighborhoods where the Zoning will take place and interacting with the Community are it relates to zoning matters that come into NPU-I. The

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ZLUC ensures that the impacted Neighborhood receives information and takes their recommendations to the NPU-I Executive Board for a Vote and/or Review & Comment.

- **Comprehensive Development Committee, Co-Chair** – hears matters introduced by the Community Development Committee and the City of Atlanta Planning on CDP Planning. Works with NPU-I to ensure that the NPU-I CDP meets the Community needs and the City of Atlanta requirements. Analysis and works with all rezoning applications that have CDP components.
- **Housing Committee, Co-Chair** –hears matters introduced by the Community Development Committee on Housing issues, and that includes zoning and other issues.
- **Building & Permits and Liquor Permits Committee** – hears matters introduced by the Community Development Committee on Building Permits Accella.
- **Community Appearance Committee** shall monitor residential and business beautification in NPU-I; shall promote the beautification of business, residential, and open spaces within NPU-I; shall work with City services and private organizations to improve and maintain the appearance of the communities in NPU-I, and to bring to the attention of the Executive Committee of NPU-I issues that are of concern to our neighborhood.

4. TRANSPORTATION COMMITTEE: CHAIR: - (Airport, MARTA. traffic/streets) shall monitor matters that appear on the agendas of the Atlanta City Council’s Transportation Committee to bring to the attention of the Executive Committee of NPU-I issues that are of concern to our neighborhood. Shall work with the entire NPU-I Community by monitoring all Residential Streets; State Street; and City of Atlanta Streets for safety and partner with other NPUs and organizations to promote safety; connectivity and access to a variety of transportation, including walking, cycling. Shall also work with the APAB Transportation Committee and implement necessary Sub-Committee to ensure that all NPU-I streets are in compliance with safety rules.

5. PUBLIC SAFETY COMMITTEE CHAIR: The Public Safety Committee (police, fire, corrections, and law department; taxi service) shall monitor, investigate, and consider all questions related to police services, license review boards, fire services, other general public safety issues and to bring to the attention of the Executive Committee of NPU-I issues that are of concern to our neighborhood.

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6. Code Enforcement Committee, Co-Chair: shall work with the City of Atlanta’s Code Enforcement guidelines to ensure that the NPU-I Community fully understands the best practices and have training sessions to enhance the understanding of the NPU-I Community. This will include evaluating the Code Enforcement NPU-I data to fully understand the opportunities and challenges within NPU-I and work with other NPU-I Committees to develop programs to move NPU-I to a higher level of operation. Monitor/Report and Identify the Who; What; When & Why of dumping (construction debris, etc.)

7. PARKS-RECREATION COMMITTEE CHAIR: The Parks-Recreation Committee shall monitor the up-keep and allocation of funds for the parks, recreation centers, and greenspace areas by the City of Atlanta in NPU-I; shall work with community organizations to maintain and improve the conditions of parks, recreation centers, greenspace areas, and Historical Sites in NPU-I. Shall work with other organizations (Park Pride) to develop the Friends of the Park and engage the Communities.

SUB-COMMITTEES

➤ **Friends of the Park** – Coordination for each Park and Green Space within the NPU-I area. The Coordinator shall work with the Chair and Co-Chair of the NPU-I Parks to ensure that all roles via Park Pride are duly filled and supported. This includes ensuring that the Community is very much involved in each change within the Park and Green Spaces.

➤ **Recreation Committee, Co-Chair** shall work with Committee members and focus on Recreation within the Park Centers and beyond to ensure that the infrastructure is complete and supports the needs of the Community.

➤ **Trees Love My Trees Education Committee, Co-Chair** will work to protect the neighborhood's trees which are over 6" in diameter at breast height on private and public land. The Committee will work with the Zoning and Economic Development subcommittee to include tree save considerations in the dialogue with variance applicants. It may contact the City Arborists, to report Tree Ordinance violations and encourage proper enforcement.

8. ENVIRONMENTAL COMMITTEE CHAIR: The Environment Committee shall consider matters dealing with flood control, water, sewage, utilities, runoff, and

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pollution, and Utilities & Public Works. shall make recommendations to NPU-I concerning these areas. Licenses and Permits: This Subcommittee will monitor and recommend action regarding licenses and permits for adult entertainment, alcohol sales at establishments operating or desiring to operate within NPU-I, and other business as deemed necessary for the NPU review by the City Code of Ordinances related to the license Review Board and shall make recommendations to NPU-I concerning these areas.

SUB-COMMITTEE

- **Utilities & Public Works Sub-committee** (sanitation services, city streets, franchises, sewers) shall monitor matters that appear on the agendas of the Atlanta City Council’s Utilities Committee, with emphasis pertaining to NPU-I issues. In addition, shall monitor and consider actions of public or private entities that may adversely affect the environment, health, and livability to our neighborhood.

9. PLANNING & ECONOMIC DEVELOPMENT COMMITTEE - CHAIR: The Planning & Community Development Committee shall monitor and make recommendations on activities pertaining to NPU-I relative to the City’s Comprehensive Development Plan, the Community Development Block Grant Program, the Capital Improvements Plan and those projects submitted by the other Neighborhood Planning Units to ensure that all projects submitted by NPU-I are consistent with the goals and objectives NPU’s set forth in these programs. This committee shall review and comment on selection criteria policies and procedures used to allocate funds, and to make recommendations to the Executive Committee for NPU-I appropriate action.

SUB-COMMITTEES

- **Economic Development/Consumer Affairs** - Investigate strategies and methods to improve the economics of the neighborhood.

10. NPU-I Awards & Acknowledge Committee CHAIR: The NPU-I Awards & Acknowledge Committee shall have the responsibility for Awarding and Acknowledging the Gems, Diamond within our Community, Present & Past to include a Special Awards Ceremony. This Committee will work closely with the Community in identifying the services that are provided by our Community Volunteer Gems/Diamond and this may include voting process, Community-wide. The Committee shall also work

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with the Community to identify and acknowledge high Neighborhood Associations via NPU-I Committee Leadership.

11. NPU-I Community History Committee Chair: The “The NPU-I Community History Committee will research, identify, preserve and promote the history of the NPU-I Neighborhoods and Community. The Committee shall be dedicated to the research and maintenance of an accurate history of the NPU-I Community (and beyond, when it is called to do so), and seek to catalog, store all documents and all information collected. The NPU-I Community History will conduct a program to educate citizens on the colorful history of this area and to encourage resident’s participation. The Committee shall participate in the NPU-I Awards Program and Acknowledgement Program to support those individuals who are “HistoryMakers and “Community Builders”.

SUB-COMMITTEES

- Historical Sites Committee, Co-Chair shall work within the Community to identify the Historical Sites, promote the history through brochures; recitals and presentations and partnerships.
- HistoryMakers Committee, Co-Chair shall work the Community and other Partnerships to identify, record the history of individuals who lived and/or live within the Community to ensure that there is an understanding of their contributions to history. The Sub-Committee will work NPU-I-wide.
- Community Builders Committee, Co-Chair shall work with the Community to identify the individuals who contribute to the development and sustainability of the Community by documenting their contributions and the impact on the Community, the City, and/or the Country.

12. MEMBERSHIP COMMITTEE – CHAIR: Shall work with the Executive Committee and the NPU-I Neighborhoods to identify all NPU-I Residents and ensure that they have all the communication/information about NPU-I and the Community. A great focus on Community involvement.

SUB-COMMITTEES

- NPU-I Businesses and Organization Members – Shall work with all Businesses within the NPU-I Community (retail; home-based and others) to welcome them to the NPU-I Community. Shall establish a regular connection to present these Businesses to the Community, once per month.

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- Shall Work with all the Religious Organizations throughout NPU-I to welcome them to the Community and ensure that the Community is aware of their organization.

13. Ad Hoc Committees: The Chairperson, with support of the NPU-I Executive Committee, may appoint ad hoc committees to address special issues and/or concerns in the NPU-I. These are issues that may impact two or more Neighborhoods. Ad Hoc Committees will be appointed for no more than one year but may be extended by a vote of the NPU-I Executive Committee.

SUB-COMMITTEE

- **Nomination Committee:** The Chairperson will appoint an Ad Hoc Nomination Committee to work with the Community to Identify a slated of Nominees, utilizing a process in place that supports Announcement at the October Meeting; Ascertainment if current Officers want to continue, based on 6.1 Term of Office, and utilizing Self-Nomination Forms. All Nominations must have the approval of the Nominee to serve, and they must be residents of NPU-I with voting eligibility.

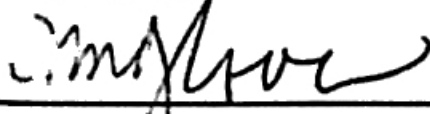
9.4 EFFECTIVE DATE OF BY-LAWS. The adopted by-laws shall become effective on January 1st of the following year.

At the regularly scheduled monthly meeting of Neighborhood Planning Unit-I (NPU-I), the membership voted to adopt the by-laws as written. Enclosed with this document is a copy of Part 6, Chapter 3 of Article B of the City of Atlanta Code of Ordinances, as required by Section 6-3016 of the municipal code.

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APPROVAL:

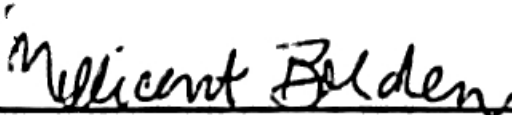


Eunice Glover, Chair of NPU-I

APP



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NPU-I Secretary

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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

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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

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budget and make recommendations relating to budget items for neighborhood improvement; and advise the bureau of planning on the preparation of the 15 and five-year comprehensive development plans.

(d) Accountability. Neighborhood planning units shall be accountable to the residents of the area

they represent.

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

Sec. 6-3014. - Public hearings.

(a) Manner in which hearings are to be held. The bureau of planning shall hold hearings to focus on the six study areas as defined in the currently adopted comprehensive development plan. Said hearings shall be held in such a manner that there be not less than one public hearing for each study area prior to the preparation of any comprehensive development plan.

(b) Notice. The city shall provide notice of the number of hearings and their dates, times, and places. Such notice shall be provided through advertising in a newspaper of general circulation, included on the regular N.P.U. agenda mail-out and provided as a public service announcement.

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

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

Code of ordinances reference— Boards, councils, and commissions, § 2-1851 et seq. Cross reference— Zoning, § 16-01.001 et seq.

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

(a) The mayor shall prepare a schedule of citizen involvement regarding the draft of the comprehensive development plan. This report shall be presented to the community development/human resources committee at a regularly scheduled meeting in January of the year in which the plan is to be updated.

(b) The mayor shall coordinate citizen participation in planning, under provisions of this article and shall be responsible for advising the council on citizen plans.

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

Sec. 6-3016. - Bylaws.

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(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 conservation. The bylaws shall be reviewed. These bylaws shall be filed with the department of planning, development and neighborhood 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

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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)
