

Neighborhood Planning Unit-R - 2021 By-laws

ARTICLE I - GENERAL

Purpose and Boundaries

1.1 The Neighborhood Planning Unit-R (NPU-R), is established for the purpose of advising the City of Atlanta (the City) through the Mayor, Councilmembers, department officials, and representatives, including officials of Fulton County and the State of Georgia on matters affecting the general livability of the neighborhoods within the boundaries of the NPU-R.

1.2 The purpose of the Bylaws is to perfect the organization of the NPU-R; to provide for the government, management and control of the affairs of the NPU-R and; to regulate the conduct of the officers and members and define their obligations. The Bylaws shall be governed by the procedures of Roberts Rules of Order Newly Revised.

1.3 Boundaries and Neighborhood Designations: Boundaries: Utoy Creek and Cascade Road on the North, Interstate 285 on the West, East Point on the South, Centra Villa and Stanton Road on the East.

1.4 Sovereignty of Neighborhoods: NPU-R serves as an umbrella organization for the neighborhoods within its geographic area and acknowledges each neighborhood's right of self-determination. Therefore, NPU-R will not hear any matter until said matter has been heard by the affected neighborhood(s) where applicable and said neighborhood(s) have notified the Chair in writing of the neighborhood's position on the matter. This rule of sovereignty applies to any and all recommendations NPU-R is required to provide under Section 6-3012 of the City of Atlanta Code of Ordinance, including, but not limited to land use, zoning, letters of support, and/or alcohol license applications.

ARTICLE II – MEMBERSHIP

2.1 Membership Requirements

There are two types of members (a) Residential: any person 18 years of age or older whose primary place of residence is within the NPU-R or any corporation, organization, institution or agency which owns property in NPU-R and; (b) Non-Residential: any corporation, organization, institution or agency that has a place of business or profession within the NPU. Chapter 3, Article B - Sec. 6-3012

2.2 Recognized Constituent Neighborhoods within NPU-R: Adams Park, Continental Colony, Campbellton Road, Fort Valley, Greenbriar, Laurens Valley, Pamona Park, Bonnybrook Estates, Baker Hills, Windsor Forest, Continental Colony.

2.3 Recognized Constituent Neighborhood Organizations within NPU-R:

Adams Park Residents Association, Baker Hill Neighborhood Assoc. Bonnybrook Neighborhood Association, Cascade Parc, Continental Colony Community Association, Laurens Valley Neighborhood Association, Meadows Community Association and Windsor Forest Neighborhood Association, Southwest Cascade Overlook Neighborhood Association.

2.4 Proof of Eligibility to Establish Primary Residency: Government issued ID or Voter Registration Card, school issued ID, current utility bill; proof of property ownership in NPU-R as a non-primary residence.

2.5 Proof of Eligibility to Establish Non-Residential or Representation: Current City of Atlanta business license, State corporation certification, or IRS tax exemption designation, signed authorization on company letterhead from the member organization naming the appointed representative.

ARTICLE III - Terms of Office, Elections, Vacancies

3.1 Elected Officers: Shall be the Chair, Vice-Chair, Secretary. Officers must be 18 years or older and have primary residence in NPU-R. Members nominated to office must have attended six (6) monthly NPU-R meetings or actively served in a leadership capacity in the NPU's community within the past eighteen (18) months, prior to the meeting in which officers are to be elected. When two (2) or more sign-in sheets for the current calendar year are not available from the official records of the City of Atlanta, attendance requirements are nullified. Committee Chair appointees must have attended four (4) meetings, or actively served in a leadership capacity in the NPU community prior to said appointment.

3.2 Prohibition of Service: No elected official may serve as an officer. Any member who has filed with a designated authority his\her intent to run, form a campaign committee or raise funds for government office is ineligible to serve as an NPU-R officer or appointee.

3.3 Chair: Shall have primary residence within NPU-R and shall preside over all general, executive committee, and special meetings. He/she shall serve as the official spokesperson and execute and manage official correspondence for NPU-R; organize an agenda for meetings with the assistance of the Executive Committee, serve as Ex-officio member of all committees; prepare and disseminate NPU-R updates via email as well as meeting notices, reminders, and announcements of upcoming events. Call special meetings in January of the Executive Committee for the purpose of developing a Strategic Operations Plan for NPU-R. and perform other duties that are related to the office and delegate these duties should the she\he deems it necessary.

3.4 Vice-Chair: Shall assume the role and duties of the Chair during his/her absence, preside over the meetings during a debate on points of order, or when the chair opts to debate on the floor for or against a particular issue; prepare the agenda for meetings with the assistance of the Executive Committee, coordinate activities of all committees; maintain and disseminate the meeting calendar, agenda and minutes for all standing committee meetings, and submit copies of the same to the Chair and Executive Committee

3.5 Secretary: Record and prepare accurate minutes of the general and Executive Committee meetings and; provide copies of the minutes for electronic and hard copy distribution at general, special, and executive committee meetings; prepare other documents requested by NPU-R; maintain a copy of the sign-in sheets.

3.6 Other Officers: The Chair will receive recommendations from the Executive Committee, NPU-R, members, business people, and organizations to be approved and voted on by the Executive Committee.

(a) **Parliamentarian:** Shall advise the Chair, other officers and members on matters of parliamentary procedure as requested by the chair and; shall be versed on Robert's Rules of Order. Robert's Rules of Order Newly Revised is recognized as the proper parliamentary procedures for conducting the business in NPU-R.

(b) **Sergeant-At-Arms:** Shall maintain sign in sheets at each meeting and provide a copy to the Secretary to be included in the monthly minutes. She\he shall certify valid memberships of all attendees, count and tally votes to be presented to the presiding officer; monitor time limits for presentations, reports and debates during meetings. She\he shall ensure the orderly conduct by members and escort unruly persons from the meeting if ordered by the Chair.

(c) **Naming Alternates for Officer Absence:** The Chair may name alternates for the positions of Secretary, Parliamentarian and Sergeant-at-arms in their absence with consent of the membership.

3.7 Nominating Committee for Elections of Officers: The Nominating Committee shall consist of no more than five (5) members who have attended four (4) meetings in the calendar year prior to the elections. Committee members shall be appointed by the NPU Chair and approved by the members at the general meeting in September and shall consider all eligible members for office present a slate at the October meeting. Additional eligible nominations may be made from the floor.

Rules for the election process shall be as follows: certified by the Chairperson, Sergeant-at-arms and/or

the Secretary. Ballots shall be distributed to eligible voters after certification of eligibility by the Sergeant-at-arms. Tabulation and counting of votes shall be done by the Sergeant -at- arms with assistance designated by the Chairperson as needed. Nominations shall be accepted from the floor. Election outcome determined by majority vote.

3.8 Voting Each eligible member shall have one vote on all issues. NPU-R may adopt bylaws calling for representative voting, as long as voting on the adoption and revision of bylaws are open to all residents without attendance requirements, dues, payments or other limitation.

Before voting residency must be verified by the Sergeant-at-arms or the Secretary. Voting in elections requires member to have attended a minimum of 4 times within the calendar year in which the election takes place.

Each eligible member shall have one vote on all issues. NPU-R may adopt bylaws calling for representative voting, as long as voting on the adoption and revision of bylaws are open to all residents without attendance requirements, dues, payments or other limitation. Before voting residency must be verified by the Secretary. Voting in elections requires member to have attended a minimum of 4 times within the calendar year in which the election takes place.

(a) Representative voting for required voting matters: An active recognized constituent neighborhood organization may record their neighborhood organization’s position through their designated neighborhood organization representative. Votes shall be recorded under headings of Constituent Neighborhood Organization Vote, which shall be counted as 1 vote, and Constituent Vote. Electronic voting allowed from a designated representative if submitted to the Chair and Secretary the day of NPU meeting by the start of meeting.

(b) Required voting matters information shall be forwarded to each designated constituent neighborhood organization representative as soon as it becomes available to the NPU. General membership to be notified by email and or social media.

Voting Matrix	Regular Meetings	Executive Committee	Bylaws
NPU- R eligible residents	X		X
Elected Officers	X	X	X
Committee Chairs	X	X	X
Institution\Organization\ Business Delegate	X		X
Non –voting member			

*NPU-R Chair shall vote only in tie conditions * Non-voting member may be a member of a business \institution of NPU-R, but not the delegated representative.

3.9 Terms of Office: Officers shall be elected to serve a one (1) year term to begin January 1st of each calendar year and serve until December 31st, of each calendar year, unless removed for cause. Officers may be re-elected to serve multiple terms, however, the terms shall not exceed four (4) consecutive terms.

3.10 Officer Vacancies: Vacancies occurring before the last quarter of the year shall be filled by election. Election notification must be made at the general meeting one (1) month prior to the election. Nominations will be taken from the floor.

3.11 Removal of Officers: An officer may be removed from office by a 2/3 majority vote of the body for any of the following reasons: Failure to attend three (3) consecutive meetings of NPU-R, demonstrating disrespect to members or guests, deliberately providing incorrect, inaccurate or misleading information to members, engaging in activities or behavior designed to undermine the integrity and operations of NPU-R, engaging in deliberate acts designed to harm (malice) any member

of NPU-R.

Any eligible member of NPU-R may request a review or evaluation of an elected or appointed officer's performance or conduct based on any of the following: violation of the Bylaws, general ineligibility, failure or inability to perform duties, failure to attend three consecutive NPU-R meetings, conflicts of interest (as set forth by the City of Atlanta Board of Ethics' Advisory Opinion 2004-4 on Conflict of Interest Related to NPU's.)

Notice and Review

The Executive Committee shall conduct a review of all material concerning the removal of an officer and make a recommendation to the general body. A minimum of 72 hours written notice shall be given to the affected officer and include date, time, and place of the review hearing. This correspondence shall be copied to members of the Executive Committee. The affected officer shall be provided the opportunity to respond to the recommendation for removal from office at all stages. Removal shall be considered when the charges have been presented and found to be factual. The final decision shall be that of the general body.

ARTICLE IV - MEETINGS

4.1 General Meetings: Regular meetings shall be held on the first Wednesday of each month, at 7:00 p.m. There shall be no regular meetings for the months of July and December. A quorum for purposes of voting shall be ten (10) members. All NPU and committee meetings shall be open to the public. Agenda items submitted to the Chair by the Friday preceding the Executive Committee meeting will have priority and official status as an addition to the agenda. The Chair has discretion regarding additions of agenda items submitted after the preceding Friday. Meetings may begin with an invocation.

A question-and-answer period, limited to three questions and answers, shall be allowed, with 1 minute per person for each question and answer. If an item cannot be voted on due to unresolved issues, a committee can be formed to address the issue and return a recommendation.

(a) Meeting Format: 7-7:30 reserved for the One-on-One Discussion\Information Exchange with government and service entities representatives.

4.2 Committee Meetings: The chair of each committee will decide the location, date, and time of such meetings. Each committee shall prepare a written report for submission to the NPU chair and secretary. Reports shall be included as an addendum to the monthly NPU minutes.

4.3 Special Meetings: Special meetings may be called by the NPU Chair upon a majority vote by the Executive Committee. Notification of the meeting and purpose must be given by phone or email as soon as practicable with an effort to give at least a 72 hour notice.

4.5 Reports and Presentations: Reports are limited to 3 minutes each. Scheduled presentations are limited to 6-10 minutes and a copy shall be submitted to the Secretary.

4.6 Causes for Removal of Unruly Persons: Unruly persons may be removed from a meeting after receiving two (2) warnings for failure to abide by the ruling of the presiding officer, engages in willful and callous disregard and/or repeated disrespectful actions toward the presiding officer or any other person in attendance; engages in physical and/or verbal conduct where either the character or intent of the conduct effectively obstructs or impairs the presiding officer's ability to proceed through the meeting agenda. After two (2) meeting removal rulings, unruly persons may be removed from subsequent meetings after one (1) warning for failure to abide by the ruling of the presiding officer. If a person fails to leave the meeting the meeting may be adjourned.

ARTICLE V - COMMITTEES

5.1 Standing Committees and Designation of Committee Chairs: At the January meeting, the NPU-R Chair shall appoint with approval of NPU-R membership chairpersons for each Standing Committee. Committee chairs must be voting members of the NPU as outlined in Article III, 3.8 All standing committee chairs are responsible for providing the date, time and location for the meetings. The chairperson or designee is required to provide a written report of actions considered in accordance with the format designated in the NPU-R Strategic Operating Plan (SOP) and report the same to the NPU-R.

a) Executive Committee: Shall consist of the Chair, Vice Chair, Secretary, immediate past Chair, and the Committee Chairs other than Nominating, Bylaws and Ad Hoc committees; designated representatives from active registered neighborhood association from each constituent neighborhood and shall act on behalf of the NPU when actions are required to be considered between meetings, approve NPU-R budgets and expenditures, and meet monthly at a time and place determined by the Chair to prepare the general meeting agenda and develop a Strategic Operating Plan. At least five (5) members of the executive committee must be present in order to constitute a quorum necessary to take action on the part of the committee on matters other than creating the general meeting agenda. The Strategic Operating Plan (SOP) for NPU-R shall set forth short/long term goals and objectives for the NPU and must be approved by the general membership. The SOP may include: committee goals and timelines, work plan for assessing community needs, list of resources and technical assistance needs, an outreach program for ensuring member participation, an update of the NPU-R's current condition in all functional areas.

(b) Bylaws Committee: A minimum of three (3) eligible members shall be appointed by the Chair in June and approved by the membership. The Committee will prepare and present a preliminary report/revision of the by-laws each August with a final recommendation to be adopted in September. Committee appointments exist from June to September.

c) Zoning and Land Use: Evaluate land use, zoning matters, as well as alcohol license applications with the NPU and provide the Planning Department with necessary meeting records.

d) Public Safety\Code Enforcement: Review issues and recommendations relating to housing, commercial and industrial, zoning and public works code enforcement; crime\ crime prevention and fire protection in NPU- R.

f) Parks and Recreation: Review matters relating to adequate park facilities and recreational services within NPU-R and make recommendations to the body.

g) Ad Hoc Committees: The Chair may create additional ad hoc committees as needed, delete committees or change the names and functions of sub-committees at a regular meeting and by majority vote.

5.2 Designation of Committee Chairs: At the January meeting, the NPU-R Chairperson shall appoint with approval of NPU-R membership chairpersons for each Standing Committee. Standing committee chairs are responsible for providing the date, time and location for the meetings. The chair or designee is required to provide a written report of actions considered in accordance with the format designated in the SOP and report the same to the NPU-R.

5.3 Atlanta Planning and Advisory Board (APAB) Designee: The designee will be appointed by the Chair with approval from the members. The chair shall transfer his/her APAB voting authority to the designee by notification in writing to APAB to include designee's name, address and telephone number.

ARTICLE VI - AMENDMENTS TO BY-LAWS

6.1 Non - Annual Review\Submission Amendments: Amendments to the By-Laws may be offered by any eligible member at any Regular meeting. Such amendments shall be held until the next general meeting and shall require a vote for adoption. There shall be no restriction on eligible member's right to

vote. Amendments become effective upon adoption.

6.2 City Ordinance Required Annual Review and Submission to Planning Department: Bylaws must be approved annually in September by a majority vote of eligible members. There shall be no restrictions upon an eligible member's right to vote on the Bylaws. Proposed changes to the Bylaws should be submitted in writing to the Bylaws Committee during the months of June and July. If the proposed change is not adopted by the Bylaws Committee it may be presented to the general body at the August meeting. Amendments become effective upon adoption. Bylaws shall be submitted to the Planning Department no later than September 30 to be reviewed 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 and are effective with the City January 1st of the following year. Chapter 3 Article B - Sec. 6-3016

NPU-R reserves right to refer matters not covered in these Bylaws to the Executive Committee or special committee for review.

Annonita Robinson

Annonita Robinson, Chair

September 2, 2020