

NEIGHBORHOOD PLANNING UNIT – E

BY-LAWS

I. PURPOSE

The NPU-E Neighborhood Planning Unit is hereby established for: a) all purposes permissible under ordinances passed, and from time to time amended, by the City of Atlanta; b) providing formal input into the comprehensive development plan of the City of Atlanta; c) providing a means by which information concerning the operation of city government can be furnished to citizens; and d) providing input on all matters affecting the environment, well-being, and livability of the neighborhoods within Neighborhood Planning Unit -E, as defined by the Department of Community Development, and approved by the City Council of the City of Atlanta.

II. MEMBERSHIP

Membership in the NPU is defined in Section 6-3012 (4) of the Code of Ordinances of the City of Atlanta, which reads:

" (4) 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 NPU."

Any member of the NPU shall be placed on the City's mailing list for receipt of the meeting agendas and other official city mailings by signing and indicating appropriately on the official sign-in sheets provided at each meeting or by directly requesting placement on the official mailing list with the city. The Chairperson shall retain a copy of the official mailing list from the City for informational purposes.

III. VOTING

Voting in the NPU shall be by member organizations, which shall represent neighborhood, civic, and business associations which have geographical boundaries substantially within the NPU. The officers of the NPU shall suggest rules and regulations respecting eligibility of organizations. Said rules and regulations may be changed, modified, or amended at any NPU meeting by a vote of the member organizations. Any organization not currently a member, and wishing to become a member, shall petition for membership. Said petition for membership shall be read at the next regularly scheduled meeting of the NPU, and membership shall be approved or denied by a vote of the member organizations of the NPU at the second regularly scheduled meeting of the NPU following the submission of the petition.

On an annual basis, and prior to the end of the calendar year, the Chairperson shall cause to be prepared a schedule of those organizations which are: (a) members of the NPU, and (b) eligible for membership in the NPU.

Each member organization shall be entitled to have two representatives, selected by that organization, either of whom may cast votes at meetings; provided each member organization shall have only one indivisible vote (except as otherwise provided in Article IV hereof with respect to the election and removal of officers). On an annual basis, and at such other times as

may be required, the Chairperson shall poll the member NPU organizations for written confirmation of names of the respective organization representatives.

The membership of any member organization may be subject to termination when that organization is unrepresented at three consecutive NPU meetings, provided that written notice of imminent termination is mailed (prior to the third absence or thereafter) to the member organization at its last known mailing address. Termination of membership shall be effective upon a vote of a two-thirds (2/3) majority of the member organizations present at a meeting of the NPU subsequent to the above action.

Each member organization shall have one vote, which shall not be split (except as otherwise provided in Article IV hereof with respect to the election and removal of officers). Unless otherwise provided in these By-Laws and the Parliamentary Authority, all votes on motions and resolutions shall be decided by a majority (50% plus 1) of those present and entitled to vote.

If any representative of a member organization requests the support of the NPU, and the deadline of the needed support falls before the next scheduled NPU meeting, the Chairperson or Vice-Chairperson, shall contact the representatives of at least six (6) member organizations to vote on the request. A reasonable attempt to contact every member organization must be made by the Chairperson or Vice-Chairperson. The vote shall be decided by a majority of those member organizations contacted. A report of the NPU action, including the names of the representatives of the member organizations contacted shall be made at the next regularly scheduled meeting of the NPU.

IV. ORGANIZATION AND OFFICERS

At a regularly scheduled meeting during the last quarter of each calendar year, called for the purpose of elections and other business, published in the agenda sent to the NPU mailing list, and open to all current members, the NPU shall elect the following:

1. A chairperson to chair the meetings of the NPU, to send and receive correspondence for the NPU, to prepare agendas for meetings of the NPU, and to represent the NPU as directed by the NPU;
2. A Vice-Chairperson to perform the functions of the Chairperson in the absence of the Chairperson;
3. A Secretary to prepare and maintain meeting minutes of official NPU-E meetings including maintenance of attendance sheets; and
4. Such other officers as the NPU shall from time to time deem necessary or advisable.

The Chairperson, Vice-Chairperson, Secretary and such other officers shall be elected from among the representatives of the member organizations, but no more than one officer shall come from the same member organization. Furthermore, the duties of the treasurer (if such a position shall be deemed necessary by the NPU) may be assigned to anyone of the above named officers.

In the event that an ad hoc Nominating Committee is established prior to election of officers, and presents a slate of candidates to the NPU for consideration, nominations from the floor shall be entertained until a motion to close the nominations shall be properly passed. In voting on the

election or removal of officers, each of a neighborhood's two (2) representatives shall have one (1) vote.

V. NEIGHBORHOOD DESIGNATIONS AND BOUNDARIES

A listing of NPU-E member neighborhoods will be maintained by the Secretary. The Bureau of Planning of the City of Atlanta will maintain a map of the neighborhood boundaries that may be periodically updated and revised.

Additionally, there may be districts or areas within NPU-E that do not lie within the established boundaries of neighborhoods. It is recognized that development, planning and permitting issues that arise in these areas may have significant impact on abutting neighborhoods. Therefore, NPU-E has designated these areas on its official neighborhood map as areas of interest pertinent to adjacent neighborhoods. Applications submitted to the City of Chair of the NPU-E for action within these areas of interest should be referred to the pertinent adjacent neighborhood for review prior to being heard at the NPU-E.

LIST OF NPU-E MEMBER ORGANIZATIONS

Pursuant to Section III, "Voting" of the Bylaws of NPU-E, the following member organizations are recognized as of the date of the annual ratification of Bylaws for NPU-E:

**Ansley Park Civic Association
Ardmore Park Neighborhood Association
Atlantic Station Civic Association
Brookwood Civic Association
Brookwood Hills Community Club, Inc.
Georgia Institute of Technology
Home Park Community Improvement Association
Loring Heights Civic Association
Midtown Neighbors' Association
Sherwood Forest Civic Association
Marietta Street Artery Association**

Those individuals so elected shall take office immediately upon their election and shall serve until the earlier of either the next annual election or until December 31 of the next full calendar year.

Any NPU officer or subcommittee chairperson may be removed from that office by the following actions:

1. At a regular meeting of the NPU, a properly passed motion stating the office(s), the officer(s) to be removed, and the general reason(s) for the motion to remove. Said motion shall be automatically tabled until the next regularly scheduled meeting of the NPU and shall be published in the agenda sent to the NPU mailing list. After the tabling of the motion, the NPU may consider a motion to suspend the officer(s) in question until the next meeting of the NPU and to appoint a member(s) of the NPU to perform the duties of the suspended officer(s).
2. At the next regularly scheduled meeting of the NPU the above motion shall be placed on the floor for discussion and action as the first item of business on the agenda. Upon a favorable vote of majority of the member organizations present and voting to support the motion to remove, the office or subcommittee chair in question shall be declared vacant.

In the event that one or more of the above positions becomes vacant at any time during the term of office of an officer of the NPU, an interim officer may be elected to complete the current term of office by a majority vote of the member organizations at a regular or called special meeting of the NPU.

The function of recording secretary shall be rotated among the individual voting representatives on a meeting-by-meeting basis, and the function of corresponding secretary shall be assumed by either the Chairperson or Vice-Chairperson, as required.

VI. SUBCOMMITTEES

There are hereby established the following subcommittees of the NPU:

(1) Land Use/Zoning Subcommittee

This subcommittee shall consider issues related to land use planning, zoning, economic development, housing, business expansion and retention, urban design and historic preservation in the NPU and shall make recommendations to the NPU.

(2) Transportation Subcommittee

This subcommittee shall consider all matters having to do with transportation problems and planning in the NPU and shall make recommendations to the NPU.

(3) Human Development and Public Safety Subcommittee

This subcommittee shall consider all matters relating to planning for the provision of adequate social services, health care and education, police and fire protection in the NPU and shall make recommendations to the NPU.

(4) Recreation and Cultural Affairs Subcommittee

This subcommittee shall consider all matters relating to planning for the provision of adequate facilities and resources relative to: recreation, parks, libraries and cultural affairs in the NPU, and shall make recommendations on these matters to the NPU.

(5) Environmental Services Subcommittee

This subcommittee shall consider all matters relating to planning for a safe and sanitary environment including but not limited to adequate sanitary services, sewer and water facilities and noise quality in the NPU, and shall make recommendations to the NPU.

The NPU shall confirm a presiding officer for each subcommittee as nominated by the Chairperson, or by a nominating committee, whichever procedure shall be the will of the NPU. The subcommittee presiding officers may be either member organization representatives or citizens who live or work in the NPU. Participation in all subcommittees by all citizens in the NPU is invited and encouraged.

The NPU may create additional subcommittees, delete subcommittees, or change the names and functions of subcommittees at any regular meeting of the NPU.

VII. MEETINGS

The NPU shall meet in regular session on the first (1st) Wednesday of each month. The subcommittees of the NPU shall meet in regular session upon the call of the presiding officer of that subcommittee.

A quorum of the NPU shall consist of attendance by one-half (1/2) of the member organizations. A quorum of any subcommittee of the NPU shall consist of attendance by a majority of the members of that subcommittee.

All meetings of the NPU, and its subcommittees, shall be open to the public; prior notice of meetings of the NPU shall be given to each of the member organizations within the neighborhood planning unit. Notice of the meetings of subcommittees shall be given at any regularly scheduled meeting of the NPU or by notice to members given at least 48 hours before a meeting.

The date of any regularly scheduled NPU meeting may be changed by a vote of the member organizations of the NPU at the preceding regularly scheduled meeting of the NPU. No regular meeting of the NPU for which agendas have been mailed out to the NPU mailing list by the City's Office of Community and Citizen Affairs shall be cancelled unilaterally by either the NPU or the Office of Community and Citizen Affairs; and in the event that such an action is attempted, those NPU members in attendance at such a meeting shall be empowered to carry out the business of the NPU as indicated on said agenda.

VIII. FUNCTIONS, POWERS AND DUTIES

The NPU may exercise any and all powers given to it pursuant to any ordinance, rule or regulation promulgated by the City of Atlanta. Additionally, the NPU may recommend to the City or to any City department or official, any action, any plan, or any policy affecting the purposes for which it was established, 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. The NPU may also assist the City agencies or departments in determining priority needs for the neighborhoods, and may review items for inclusion in the City budget, and make recommendations relating to budget items for neighborhood improvement.

IX. AMENDMENTS

These By-Laws may be amended from time to time at any regularly scheduled meeting of the NPU provided that the proposed amendment or amendments are presented to the NPU at the immediately preceding regularly scheduled meeting of the NPU and written notice of the proposal is included in the agenda mailed to the NPU mailing list.

Any amendment to these By-Laws shall state the effective date of said amendment, except that any amendment to these By-Laws, which shall change the voting requirements of any section as, stated herein shall be effective on January 1 of the next calendar year.

X. REVIEW OF BY-LAWS

These By-Laws shall be reviewed by a subcommittee formed for that purpose on an annual basis during the third (3; quarter of each calendar year and said subcommittee shall submit its recommendations to the NPU in sufficient time for the NPU to act on those recommendations prior to September 30 of that calendar year.

XI. ADOPTION

1. By-Laws must be submitted before September 30.
2. By-Laws submitted before September 30 become effective on January 1st of the following year. By-Laws submitted after September 30 do not go into effect until the year after the September 30 deadline of the next calendar year.
- 3 . The adoption of the By-Laws must be approved by all eligible voters attending the NPU meeting.

XI. PARLIAMENTARY AUTHORITY

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

**Readopted at the Regular Meeting of NPU-E
Held on the 1st day of September 2009**



Penelope Cheroff, Chairperson