

NEIGHBORHOOD PLANNING UNIT-T

BYLAWS

AS AMENDED September 2011

(ARTICLE I)

Section 1

PURPOSE

The Neighborhood Planning Unit-T, hereafter referred to as NPU-T, is hereby established for the purpose of advising the City of Atlanta through the Mayor, City Council members, department officials, and representatives of the City of Atlanta, including officials of Fulton County and the state of Georgia on matters affecting the comprehensive livability of the neighborhoods within the boundaries of the NPU-T.

The purpose of the Neighborhood Planning Unit is to serve as a forum for the public discussion of issues that concern the general livability of its neighborhoods. Some concerns are the environment, economic development, education, cultural affairs, historic preservation, housing, land use, libraries, parks and recreation, traffic, transportation, public safety, crime prevention and justice, zoning, community facilities, and social programs.

NPU-T will be responsible for sending information about new associations to the City for inclusion in the City directory. This act will confirm new associations into the NPU-T.

Section 2

2.0. The purpose of the bylaws is to perfect the organization of the NPU-T; to provide for the government, management and control of the affairs of the NPU-T; and to regulate the conduct of the officers and members of the NPU-T and define their obligations.

2.1. The bylaws shall be governed by the procedures of Robert's Rules of Order and shall be in accordance with the Code of Ordinances of the City of Atlanta, Georgia, as amended. NPU bylaws shall be submitted to the Bureau of Planning by September 30 of each year for compliance with City code requirements. Said bylaws shall become effective January 1 of the following year.

Section 3

3.0. Non-Discrimination Policy

The City of Atlanta does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or physical disability. As an extension of the City of Atlanta government, NPU-T will abide by this policy for all matters which come before it for consideration.

3.1. In recognition that the individual neighborhood associations are not elected officials, nor are they employees or agents of the City of Atlanta, NPU-T cannot hold individual neighborhood associations accountable for the same non-discrimination policy. If there are recommendations that are made to the NPU-T body by member associations which the applicant or community member believes are in violation of the City of Atlanta’s policy, the NPU-T body shall have the discretion to discount or disregard said recommendation(s). In the event of any such claim, it shall also be within the discretion of the NPU-T Executive Committee to investigate the allegation further. Such investigation will be conducted by an unbiased team appointed by the NPU-T Chair or Vice Chair and will be comprised of at least two (2) officers of NPU-T and they shall prepare a written report for presentation at the NPU-T general meeting within thirty (30) days following the conclusion of the investigation.

(ARTICLE II)

Section 1

1.0. MEMBERSHIP

The recognized constituent neighborhoods of the NPU-T are:

Atlanta University Center
Ashview Heights
Harris Chiles
Just Us Neighbors
The Villages at Castleberry Hill
West End
Westview

The recognized constituent neighborhood associations of the NPU-T are:

Ashview Community Development Association, Inc.
Atlanta University Center Neighborhood Association
Booker T. Washington Community Association
Just Us Neighbors
West End Neighborhood Development, Inc (WEND)
West End Coalition Group, Inc.
West End Neighborhood Association Residents (WENAR)
Westview Community Organization, Inc.
CollegeTown Community Association
Beecher-Donnelly Community Association
West End Merchants Coalition

1.1. Persons 18 years or older whose primary residence is within the boundaries of NPU-T, or who own property or a business within NPU-T shall be eligible to participate in the activities of NPU-T and shall have voting privileges in the NPU-T as stated in Article III, Section 2 and Section 3.

NEW GROUPS OR ORGANIZATIONS WILL BE RECOGNIZED IF THEY MEET THE FOLLOWING CRITERIA:

- a. Reside or has a place of business within the boundaries of NPU-T.
- b. Annually present bylaws and submit a list of officers and meeting dates to the NPU-T Chairperson.
 - a. This annual submission should be to the NPU-T chairperson and must be made no later than the December NPU-T meeting. The submission should be the bylaws and officer list for the upcoming year.
- c. Request in writing (to the NPU-T Executive Committee) a desire to be an active participating association member of NPU-T.
- d. A resolution is adopted by the NPU-T Executive Committee to recognize the new group or organization .

Upon adoption of the resolution, the subject group or organization shall be considered a full and complete member of NPU-T and entitled to a seat on the executive committee at the start of the next bylaws adoption period.

Section 2a

2.a.1. STANDING COMMITTEES

In order for NPU-T to provide support to the constituent communities that comprise the

NPU-T area, many of the core functions of NPU-T will be delegated to one or more standing committees. It is the responsibility of all committees to function in support of the activities of NPU-T and the impacted neighborhoods. Notification should be provided to the impacted neighborhood(s) for any activities or events that are planned by NPU-T committees.

The following are standing committees of the NPU-T:

Executive Committee
Economic Development/Consumer Affairs
Zoning and Land Use
Public Safety
Education
Bylaws
Parks, Recreation and Cultural Affairs
Non-Profit Council
Urban Agriculture

Section 2b

2b.1. Committee chairs shall be appointed by the NPU-T chairperson. The term of a committee chair shall be one (1) year coinciding with the annual bylaws adoption period. One or more representatives from each neighborhood shall be eligible to participate on a committee. Each committee shall have a vice chair and a secretary, either appointed by the committee chairperson or elected by the committee body.

2b.2. The NPU-T chairperson should strive for full participation of the constituent neighborhood associations when making appointments for committee chairs.

2b.3. NPU-T Committee chairs must be a voting member as outlined in Article III, section 2.2.

2b.4. Where possible, the appointed persons for committee chairs should have served as a member of a committee for at least one (1) year prior to being appointed to the position of committee chair.

Section 2c

2c.1 – Non-resident Membership – organizations, institutions and businesses that are located within the boundaries of NPU-T may be eligible for membership. Organizational and institutional membership is not guaranteed and will only be granted if the organization meets the specific requirements for membership outlined within these bylaws.

2c.2 – Business & Institutional Membership – Businesses must hold a current business license with the City of Atlanta verifying that their principal business address is within the boundaries of NPU-T. Schools, institutions and non – profit organizations may be eligible for membership upon satisfactory proof that their permanent physical address is within the boundaries of NPU-T. Voting privileges shall be governed by Article III, section 2 of these bylaws.

2c.3 – Non-Resident Voting Privileges – upon verification of membership eligibility, each business, organization or institution shall appoint a single delegate to serve as the business or organization’s representative for purposes of their participation in NPU-T's meetings and activities. Once a delegate has been named, the organization shall be accorded one (1) vote as a member of the NPU-T general body. If, during the course of a year, the delegate ceases attending NPU-T meetings without a replacement delegate being appointed, then that organization’s voting eligibility shall be the same as those governing general membership outlined in Article III.

2c.4 – Non-resident members shall not be eligible to serve on the NPU-T Executive Committee individually. Rather, non-resident members shall be collectively represented via the NPU-T Non-Profit Council or their area business association.

2c.5 – Individuals who are not residents of NPU-T and have not been appointed as the official delegate of any business, organization or institution within NPU-T, may be considered non-voting members. Non-voting members can participate in all discussions, meetings and events held by NPU-T but they shall not have a vote in the activities and business of the planning unit.

(ARTICLE III)

Section 1

1.0. GENERAL MEETINGS

A general meeting of the NPU-T shall be held the second Wednesday of each month from 7:00 p.m. to 9:00 p.m. unless otherwise agreed upon by the general body at the previous month's meeting. Meeting locations should be identified by the chairperson and should be within the boundaries of the NPU-T. At the beginning of each calendar year, the meeting schedule, including locations, should be published for the general body.

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 general body.

Meetings of the general body and of committees shall always be held in locations that are physically accessible to everyone regardless of disability, with adequate parking available, and no less than seventy-two (72) hours notice of each meeting time, date and place should be given to all NPU-T members.

Reasonable efforts shall be made to provide notices of such to all concerned residents and businesses, in addition to the notices disseminated by the City of Atlanta. All notices shall include date, time, location, and contact person for each meeting. All meetings are open to the public.

1.1. Agenda items submitted to the chairperson by the Friday preceding the meeting will have priority and official status as an addition to the agenda. The chairperson has discretion regarding additions of agenda items submitted after the preceding Friday.

1.2. All presentations for the general body must be submitted in writing to the chairperson before delivery by the presenter. All reports will be available upon request. Standing presentations such as police, fire, planner, neighborhood and committee shall be allotted five (5) minutes. All other presentations shall be allotted three (3) minutes. A question-and-answer period, limited to three questions and answers, shall be allowed, with thirty (30) seconds per 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.

1.3. The City must provide a forty-five (45) day notice period for (advertisement) items to be voted on by the NPU-T body (e.g., zoning and land-use issues).

1.4. EXECUTIVE COMMITTEE MEETINGS

The executive committee will meet at least one time during the seven (7) days preceding the NPU-T meeting for each month. The time, place and date of such meetings will be at the discretion of the chairperson. 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. At least 72-hours advance notice must be given for a meeting outside the regular schedule.

The Executive Committee should also have a retreat for all committee members by March of each year.

1.5. COMMITTEE MEETINGS

NPU-T committee meetings will be conducted once a month, preferably before the Executive Committee meeting. The chairperson of each committee will decide the location, date, and time of such meetings. Each committee shall prepare a written report for submission to the chairperson and secretary of the NPU. Reports shall be included as an addendum to the monthly NPU-T minutes.

Section 2

2.0. SELECTION OF EXECUTIVE COMMITTEE

Each neighborhood association is encouraged to select one (1) representative to serve on the Executive Committee. That person shall be identified to the NPU-T chairperson by the chairperson / president of their neighborhood association. This notification must be done in writing. Each neighborhood association member selected to serve on the NPU-T Executive Committee shall have one (1) vote. All committee chairpersons, and elected and appointed officers of the NPU shall be members of the Executive Committee.

2.1. The term of Executive Committee members shall be one year. If a vacancy on the Executive Committee for those committee members serving as delegates (e.g. neighborhood association, institution, non-profit, etc.) should occur during a regular term, the affected neighborhood association may appoint a candidate to fill the vacancy. There shall be no limit to the number of terms that a member of the Executive Committee may serve.

2.2. GENERAL VOTING

Members must attend at least four (4) of the last six (6) general meetings to vote on general NPU-T issues. This attendance requirement enables attendees to learn the processes and procedures of NPU-T and does not include voting on the bylaws. All members are eligible to vote on passing the bylaws and any amendments made to the bylaws. When two (2) or more sign-in sheets for the prior six (6) meetings are not available from the official records of the City of Atlanta, attendance requirements are nullified.

2.3. All applications and/or issues requiring a vote by NPU-T, must be reviewed by at least one of the impacted neighborhood association(s), and recommendation(s) shall be forwarded to the NPU-T Executive Committee. If such a review has not transpired within forty-five (45) days, the NPU-T shall then have authority to take action absent the recommendation of the impacted neighborhood(s).

2.4. In NPU-T neighborhoods where the boundaries of the individual neighborhood associations overlap, all applications and/or issues may be reviewed by all of the impacted associations. Each association’s recommendation(s) shall be forwarded in writing to the NPU-T Executive Committee at least 24 hours prior to the monthly meeting of the NPU-T general body. For applications and issues with decisions that would have impact on multiple neighborhoods within NPU-T, all associations within the boundary of the impacted area will be invited to provide input and recommendations.

Table 1: Voting Matrix

	Regular Meetings	Executive Committee	Bylaws
Voting NPU-T Residents (section 2.2)	X		X
NPU-T Residents not meeting eligibility			X
Elected Officers	X*	X*	X
Committee Chairs	X	X	X
Community Association Delegates	X		X
Non-Profit Council Delegate	X		X
Business Association(s) Delegates	X		X
Non-Voting Members			

*NPU-T Chair shall vote in only tie conditions at meetings of the general body and executive committee.

2.5. If there is no active NPU-T neighborhood association, the application and/or issue shall be referred to the next nearest neighborhood association as reasonably determined by the chairperson or directly to the NPU-T body.

2.6. ELECTIONS

Members must have attended at least four (4) of the 12 annual meetings during the calendar year in order to be eligible to vote in elections of the NPU-T officers. A nominating committee shall be presented with, record and present all qualified nominees to the general body at the October meeting for a November election.

2.7. The NPU recording secretary is responsible for certifying eligibility for voting in the elections of the NPU-T officers. The chairperson will confirm this process. 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.

Section 3

3.0. Members seeking an elected position must have attended at least four (4) of the 6 prior meetings during the calendar year. When two (2) or more sign-in sheets for the prior six (6) meetings current calendar year are not available from the official records of the City of Atlanta, attendance requirements are nullified.

3.1. OFFICERS

At the annual election of officers meeting, and at the time set forth for the actual election of officers, the presiding officer of the NPU-T shall preside during the process of the election and shall continue to preside until the end of the November meeting. The newly elected officers shall be installed and will assume responsibilities as officers of the NPU-T at the close of the November meeting.

3.2. The nomination and subsequent election of officers is conducted through the general body of the NPU-T. The chairperson shall appoint a nominating committee at the September meeting. The committee shall be comprised of members of the NPU-T and may be confirmed by the Executive Committee. The Nominating Committee shall prepare a slate of officers from the membership of the general body of NPU-T. The nominating committee will give a report at the October meeting, and the chair will accept nominations from the floor. The slate will then be closed for the preparation of ballots for the November meeting.

3.3. The nominations will include one person for each of the following NPU-T officer categories:

Chairperson
Vice Chairperson
Secretary
Recording Secretary
Treasurer
Parliamentarian
Sergeant-at-Arms

3.4. The election of officers shall be held in the November general meeting of the calendar/election year, unless otherwise agreed upon by vote of the general body.

3.5. Each officer shall be elected to a term of one (1) year.

(ARTICLE IV)

1.0. DUTIES OF OFFICERS

Chairperson

The chair of NPU-T shall preside over all monthly meetings and all Executive Committee meetings. He/she shall serve as the official spokesperson and execute and manage official correspondence for the NPU, and shall chair committee meetings and special meetings as necessary. He/she shall organize an agenda for meetings, and shall perform other duties that are related to the office. He/she shall prepare and disseminate the NPU-T updates via email as well as meeting notices, reminders, and announcements of upcoming events. These duties may be delegated should the NPU-T chair deem it necessary. In light of the many different beliefs of members and residents of NPU-T, meetings shall be opened with a moment of silent reflection. Other benevolent outreach activities (e.g. as visitation of the sick, acknowledgement of a death, etc.) may be performed by a member of the clergy appointed by the NPU-T Chair for a specific task.

Vice Chairperson

The vice chair shall assume all duties and responsibilities of the chair in his/her disqualification, resignation, absence or disability. The vice chair may represent the NPU when requested to do so by the chair. He / she shall also perform other duties as requested or assigned by the chair, including chairing various committees.

Secretary

The secretary shall record, transcribe, certify, and maintain accurate records of minutes of all general and Executive Committee meetings. He/she shall notify all affected members of meetings, and shall assist Executive Committee members with administrative duties, when needed. The secretary shall also be responsible for all incoming and outgoing NPU-T correspondence with the approval of the chairperson and/or Executive Committee.

Treasurer

The treasurer shall be responsible for management of NPU-T's finances under the direction of the Executive Committee. He/she shall maintain NPU-T's bank accounts, provide oversight of all financial transactions, create and monitor NPU-T's budget, regularly report to the Executive Committee and general body about NPU-T's financial status, fiscal agency relationships, and prepare required financial reporting forms.

The treasurer shall prepare and present a financial report to the NPU-T at its regular meetings. Serve as cosigner, with the chair and/or secretary of all checks and other financial documents. Receive all funds on behalf of the organization and deposit funds into the organization's established account. Approve any and all expenditure of funds from the organization's account. The treasurer shall always be the chair of the Finance Committee and shall be an automatic member of the Executive Committee. The treasurer will also negotiate and obtain approval of all fiscal agent agreements considered by the organization. Final approval of all fiscal agent agreements must be approved by a vote of the executive committee.

Recording Secretary

The recording secretary shall be responsible for copying and distributing meeting agendas prepare and disseminate minutes for Executive Committee and general body meetings. Compiling, organizing and maintaining complete files of meeting minutes, agendas, and materials distributed at meetings. He/she shall also monitor and collect sign-in sheets at each monthly meeting and maintain an updated list of contact information for each member of the general body. The corresponding secretary's duties also involve assisting the secretary in ensuring that all minutes, sign-in sheets, and summaries are filed with city of Atlanta Bureau of Planning Office and in the Community Service within fourteen (14) days of the monthly meeting.

Parliamentarian

The parliamentarian shall be versed on Robert's Rules of Order. He/she shall assist the chair in maintaining proper parliamentary procedures in general, and call special and executive meetings. Robert's Rules of Order is recognized as the proper parliamentary procedures for conducting the business in NPU-T.

Sergeant-at-arms

The sergeant-at-arms will be responsible for keeping order during the meeting. The sergeant-at-arms will escort unruly persons from the meeting, if so ordered by the chairperson. Removal from NPU-T meetings will take place if the attendee has been warned three (3) times. He/she will have the responsibility of signing in guest presenters as well.

1.1. Appointed Officers

The NPU-T chairperson shall have authority to appoint the following officers: Community Ambassador, Public Relations Officer, and Community Planner.

Community Ambassador

The community ambassador shall act as a representative of NPU-T under the direction of the chairperson. The community ambassador shall focus on building positive relationships and alliances between the NPU and the residents, businesses and stakeholders living and working within its boundaries.

Public Relations Officer

The public relations officer shall be responsible for using all forms of media and communication to build, manage and maintain the reputation of NPU-T.

(Article V)

1.0. REMOVAL OF OFFICERS

Any qualified member of NPU-T may request a review or evaluation of the performance or conduct of an officer based on any one of the following criteria:

- * Violation of the bylaws;
- * Failure or inability to perform duties;
- * Violation of the NPU-T / Atlanta Non-Discrimination Policy;
- * Conflicts of interest
- * Absent from three (3) consecutive NPU-T meetings.

1.1. REMOVAL OF COMMITTEE CHAIRS / APPOINTED OFFICERS

Any qualified member of NPU-T may request a review or evaluation of the appointment, performance or conduct of a committee chair or appointed officer based on any one of the following criteria:

- * Violation of the bylaws;
- * General ineligibility;
- * Failure or inability to perform duties;
- * Violation of the NPU-T / Atlanta Non-Discrimination Policy;
- * Conflicts of interest
- * Absent from three (3) consecutive NPU-T meetings.

1.2. NOTICE AND REVIEW

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

Notice must be given to the affected officer or chairperson in writing, should include 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 or chairperson shall be provided the opportunity to respond to the recommendation for removal from office at all stages. The final decision shall be that of the general body. If removal is upheld, Article III, Section 3 shall take effect.

The Executive Committee must conduct a review or evaluation and make a recommendation to the general body as to the propriety of removal of the affected officer or committee chair.

In the event that the majority of the Executive Committee members are brought under review, the review shall be conducted by a special committee appointed by the Ethics Officer of the City of Atlanta.

(ARTICLE VI)

1.0. AMENDMENTS

Any member of the NPU-T can propose an amendment to these bylaws by submitting the proposed amendment to the Executive Committee. The Executive Committee must approve the proposal with a two-thirds majority in order to bring it before the general body to vote on before the amendment becomes an official part of the bylaws.

Amendments to the bylaws can only be incorporated at the annual adoption of the bylaws. The NPU-T may discuss proposed amendments and vote to incorporate them in the next edition of the bylaws at any time during the year, but such amendments cannot become a part of the adopted bylaws currently in effect.

(ARTICLE VII)

1.0

NPU-T COMMITTEES' RESPONSIBILITIES

1.1. **Economic Development/Consumer Affairs** — Investigate strategies and methods to improve the economics of the NPU. Special focus is placed on the Community Reinvestment Act and the profile of the banks in NPU. The committee will also monitor service delivery patterns, especially focusing on grocery stores and other neighborhood stores in terms of quality of goods, cleanliness, courtesy and price comparisons.

1.2. **Zoning and Land Use** — Evaluate land use, as well as zoning issues for the NPU; stay abreast of zoning ordinances that affect the residential and commercial areas. The committee chair shall act as the liaison between NPU-T and the City of Atlanta Bureau of Planning. The community chair shall keep the general body informed of all proposed legislation, ordinance and the like that may impact the NPU or require a vote from the general body. The committee chair shall also be responsible for providing the Bureau of Planning with all necessary records from the meetings of the general body including the official records of any votes taken at said meetings.

1.2.1 Any and all zoning matters must first be brought to the zoning chairperson. He/she will review the request and check to make sure it complies with the ordinance or law governing the request. Upon completion, the chair will introduce the applicant to the neighborhood association(s) whose boundary is within the request. All parties shall have ample time to review and approve or disapprove the request. The results should be given in writing to the zoning chairperson, who will report to the Executive Committee for its review, and for submission thereafter to the general body.

1.2.2. **Code Enforcement Subcommittee** – Monitor the neighborhoods and report code violations to the appropriate city department, especially the city department of housing code compliance. This committee will interface with the code enforcement committees from the neighborhood associations within the NPU-T boundaries and shall help educate residents of the Code Enforcement Process within the City of Atlanta.

1.3. **Public Safety** — Responsible for the issues of crime in the neighborhood and crime prevention, especially to organize crime watches and crime patrols by the residents.

1.4. **Education** — Motivate increased participation in PTAs and support for the public schools. Will monitor Board of Education committee meetings; will review and evaluate textbooks, especially social studies texts focusing on history.

1.5. **Executive Committee** — Empowered to act for the NPU-T when necessary between its regular meetings. The results of any executive committee meeting shall be reported to the general body at the regular monthly meetings. The executive committee may also provide a forum for nonprofit organizations within NPU-T. The Executive Committee shall be responsible for approving the NPU-T budgets and expenditures. The chair of the NPU-T is the chair of the Executive Committee.

1.6. **Bylaws** — Responsible for reviewing the bylaws of the organization on a yearly basis. The Executive Committee and the general body shall approve any changes and/or amendments to the bylaws before the document is official. The committee will also provide a copy of the bylaws to city officials.

1.7 **Parks, Recreation and Cultural Affairs** – Responsible for assisting NPU-T and member communities with activities and special events within NPU-T boundaries. Also responsible for assisting with park planning and development of individual community development activities for new parks, community gardens, and special cultural events. This committee will also serve as a liaison between NPU-T and the City of Atlanta Department of Parks and Recreation. Where park usage issues are scheduled to be brought before the NPU-T body, this committee shall prepare a recommendation based on the application.

(ARTICLE VIII)

1.0. BOUNDARIES

NPU-T is just southwest of Atlanta’s central business district and comprises the following neighborhoods. A map of NPU-T, provided by the City of Atlanta Department of Planning is included in appendix A:

1.2. ATLANTA UNIVERSITY CENTER

The neighborhood associations in the Atlanta University Center Neighborhood are: Booker T. Washington, and College Town Community Association.

1.3. ASHVIEW HEIGHTS

The neighborhood associations in the Ashview Heights Neighborhood are: Ashview Community Development Association, Inc. and Booker T. Washington Community Association.

1.4. HARRIS CHILES

The neighborhood association in the Harris Chiles neighborhood is CollegeTown Community Association.

1.5. JUST US NEIGHBORS

The neighborhood association in the Just Us Neighbors Neighborhood is Booker T. Washington Community Association

1.6. WEST END

The neighborhood associations in the West End Neighborhood are: West End Neighborhood Development, Inc., West End Merchants Coalition and Beecher-Donnelly Community Association.

1.7. WESTVIEW

The neighborhood associations in the Westview Neighborhood are: Westview Community Organization, Inc. and West End Coalition Group, Inc.

Therefore it is known that the boundaries of NPU-T include six (6) distinct neighborhoods.

Chair Nia Knowles

Date 14 September 2010

Appendix A: NPU-T Neighborhood Boundaries

