
Neighborhood Planning Unit -H

Bylaws 2017

Approved September 1, 2016

NPU-H BYLAWS - Revision Recommendations of Bylaws Committee

ARTICLE 1. NAME The name of this organization shall be Neighborhood Planning Unit- H (NPU-H).

ARTICLE II. OBJECTIVE

The objective of this organization shall be to advise the City of Atlanta, including the Mayor, City Council and any City Agency of matters affecting the quality of life within the neighborhoods of NPU-H, the city budget and budget items relating to neighborhood improvement, the development and preparation of the 5 and 15 year comprehensive development plans, and perform any other task that is currently or may in the future be authorized under City of Atlanta Code Section 6-3013.

ARTICLE III. MEMBERS

Section 1. Classification/Qualification

A. Members shall be any person 18 years of age or older whose primary place of residence is within the NPU-H designated area or a representative of any corporation, organization, institution, or agency which owns property or has a place of business or profession within NPU-H designated area.

B. Youth under the age of 18 years who reside in the NPU-H area shall be encouraged to participate in activities conducted by NPU-H but cannot hold office and have no voting rights.

Section 2. Proof of Eligibility for Membership

A. Residents shall show a Georgia Driver's License, State of Georgia Identification Card, Voter Registration Card, utility bill, or other appropriate state sanctioned identification as proof of residence when requested.

B. Representatives shall confirm their affiliation with proof of property located within the NPU-H designated area or with a letter of introduction from the corporation, organization, institution, or agency, which has a place of business or profession in the NPU-H designated area.

ARTICLE IV. MEETINGS

Section 1. NPU-H shall meet every first Thursday of each month, except December.

Section 2. The calendar for NPU-H monthly meetings shall be planned in January and presented to the membership at the February NPU-H monthly meeting.

Section 3. The monthly date shall not be changed or postponed, except in an emergency, without prior consent of the membership. When cancelled, the meeting should be rescheduled for the following Thursday.

Section 4. All officers shall give annual reports at the November meeting.

Section 5. If the Chairperson and Vice Chairpersons are absent from a regularly scheduled monthly Meeting, the Secretary shall preside over the election of a Chairperson Pro Tem (temporary). In the secretary's absence, any other officer can call the meeting to order and have the assembly to elect a Chairperson Pro Tem. The Chairperson Pro Tem shall preside over the meeting for the duration of the meeting or until the Chairperson or Vice- Chairperson arrives at the meeting. The Chairperson Pro Tem shall be the presiding officers for the one meeting and shall not assume any other duties of an officer. The Chairperson Pro Tem shall serve as presiding officer(s) only for which they were elected.

Section 6. Transitional Meeting for the old and new officers shall be held the first Thursday in the month of December, following the November election. The transitional meeting shall serve to transfer documents, reports, minutes, and share ongoing NPU-H business issues from the Executive Committee members to the newly elected Executive Committee members

Section 7. Quorum-A quorum of fifteen (15) members must be present in order to transact official business of NPU-H.

Section 8. Voting - All eligible members shall have one (1) vote. Proxy voting shall not be allowed.

ARTICLE V. OFFICERS

Section 1. The elected officers of this organization shall be the Chairperson, Vice Chair of Public Service, Vice Chair of Development, Vice-Chair of Environment, and Vice Chair of Public Policy, Recording Secretary, Assistant Recording Secretary, Treasurer, and License Review Board Representative.

Section 2. The appointed officers shall be the Parliamentarian, the Audit Committee, and the Alternate Delegate to the Atlanta Planning Advisory Board.

Section 3. Qualifications to hold office

A. All officers shall be eighteen (18) years of age or older.

B. All officers shall be members who reside within the NPU-H designated area.

C. To be eligible to hold an office, a member must have attended at least four meetings within the last twelve (12) months.

D. Candidates must show an interest in the office sought by being present to answer questions, if necessary, before the voting process. Candidates to be elected as an NPU-H officer should be present at November meeting when the election is taken.

Section 4. Election of officers shall be held at the November NPU-H monthly meeting.

A. Voting shall be done by secret ballot, conducted by the NPU/Citizen Participation Coordinator or a representative from the City of Atlanta Office of Planning.

B. Officers shall be elected by majority vote of eligible members present and voting.

C. Eligible voting members are NPU-H members that have attended (3) monthly meetings within the last (12) months prior to election.

Section 5. Nominating Committee:

A. The nominating committee shall be elected by the membership at the September meeting.

B. The nominating committee shall consist of seven (7) members

C. The chair of the nominating committee shall be chosen among its members at the September meeting or at the first meeting of the committee. NPU-H Chair shall provide to the nominating committee a copy of the Bylaws, Election Procedures, and Duties of the Nominating Committee.

D. Members elected to serve on the nominating committee may not serve consecutive years.

E. No more than two persons from the same community club or group can serve on the committee.

F. Current elected officers cannot be members of the nominating committee

G. Members of the nominating committee must have attended at least four general meetings of NPU-H within the last twelve (12) months prior to September.

H. The nominating committee shall consider all eligible members for office and present a slate at the October meeting. Following the report of the nominating committee, additional eligible nominations may be made from the floor at the October meeting and added to the ballot for the November election.

I. No nominations from the floor shall be made during the November election meeting.

Section 6. Term of Office

A. The Chairperson, Vice-Chairpersons, Recording Secretary, Assistant Recording Secretary, Treasurer and License Review Board Representative shall serve for one (1) year and may not succeed themselves more than six (6) consecutive years.

B. All officers shall assume their respective office in the month of January following the November elections.

Section 7. Vacancies

A. If a vacancy in the office of the Chairperson occurs, the Vice-Chairperson of Public Service shall assume the office through the end of the term, if the vacancy occurs no earlier than September. If the vacancy occurs prior to September, the Vice Chairperson of Public Services shall serve until a special election for Chairperson shall be held within two months after the vacancy occurs. A special election is called for by Recording Secretary to elect a new Chairperson to complete the remainder of the term. The election shall be conducted as follows:

(1) Nominations for the position of chairperson shall be made from the floor.

(2) Voting shall be done by secret ballot, conducted by the NPU/Citizen Participation Coordinator or by a representative of the City of Atlanta's Bureau of Planning.

(3) Officers shall be elected by majority vote of eligible members present and voting.

(4) Eligible voting members are NPU-H members that have attended (3) monthly meetings within the last (12) twelve months prior to the election.

B. If a vacancy in the office of Vice-Chairperson occurs, the Executive Committee shall appoint an eligible member to serve in such capacity for the remainder of the unexpired term.

C. If a vacancy occurs in the office of the Recording Secretary, the Assistant Recording Secretary shall assume the office of the Recording Secretary for the remainder of the unexpired term.

Section 8. Removal from Office - Officers may be removed from office in the following ways:

A. After missing three consecutive NPU-H monthly meetings without notifying the presiding Chair, a letter of notification will be sent by the Chair of the intent to remove said officer. When the fourth consecutive meeting is missed with or without notification, the office is considered vacant.

B. An officer may resign their office by submitting a letter to the Chairperson, indicating their desire to vacate their position. In case the Chairperson resigns, the letter should be sent to the Vice-Chair of Public Safety

C. A petition signed by fifteen NPU-H members requesting the removal of an officer shall be submitted to the remaining officers and the NPU-H body at its regularly scheduled monthly meeting and voted upon by the body at the next regularly scheduled monthly meeting. The officer in question shall be notified in writing, by email, phone call, or calling post of the petition of removal at least ten (10) days prior to the vote. The membership will be notified at least 3 days prior to the date of voting, that a petition of removal will be on the agenda.

A. Removal from office by Petition requires a two-thirds vote of the eligible members present at the meeting

ARTICLE VI. DUTIES OF OFFICERS

Section 1. The Chairperson shall:

A. Preside at all NPU-H meetings and conduct the same consistent with these Bylaws and Roberts Rule of Order.

B. Preside at all Executive Committee meetings of the officers of NPU-H.

C. Call special meetings when necessary.

- D. Serve as official spokesperson to present the majority position of members of NPU-H.
- E. Serve as ex-officio member of all committees, except the Nominating committee.
- F. Serve as delegate to the Atlanta Planning Advisory Board (APAB).
- G. Appoint the NPU-H Parliamentarian and the Audit Committee at the first meeting in January.
- H. Appoint a vice chair to preside and/or assume the role of chair in their absence. If the chair does not appoint a vice chair to serve in their absence, the Vice Chair of Public Service shall serve in the absence of the chair.
- I. Appoint Ad Hoc Committees with consultation and approval of the Executive Committee.
- J. Represent NPU-H at City and other governmental functions and on civic organizational boards.

Section 2. The Offices of Vice Chair:

A. Vice Chairperson of Public Service shall:

- (1) Preside at NPU-H meetings upon request of the Chair and in the absence of the Chairperson
- (2) Represent the Chairperson upon request by the Chair.
- (3) Monitor the activities of the NPU-H Committees on Health, Safety, Transportation, Infrastructure/Utilities, and Public Works (streets).
- (4) Perform other tasks as designated by the Chairperson.

B. Vice Chairperson of Development shall:

- (1) Preside at NPU-H meetings upon request of the chair and in the absence of the Chairperson and Vice Chair of Public Services.
- (2) Monitor the activities of the NPU-H community development/human resources, zoning/subdivision, code enforcement, City Planning Department, City Zoning Review Board and Board of Zoning Adjustments.
- (3) Represent the Chairperson upon request of the Chairperson
- (4) Perform other tasks as designated by the chairperson.

C. Vice Chairperson of Environment shall:

- (1) Preside at NPU-H meetings upon request of the chairperson.
- (2) Monitor the activities of the NPU-H committees on Beautification, Education, Parks-Recreation-Historic Preservation, and Neighborhood Clubs.
- (3) Represent the chairperson upon request of the chairperson
- (4) Perform other tasks as designated by the chairperson.

D. Vice Chair of Public Policy shall:

- (1) Preside at NPU-H meetings upon request of the chair
- (2) Review, inform, and make recommendations to NPU-H on city ordinances, codes, policies, laws, and variances
- (3) Represent the chairperson upon request of the chairperson.

- (4) Represent NPU-H on policy and Legislative Matters that the NPU-H has taken a position on or resolution by consent vote.
- (5) Review, inform, and advise NPU-H on State and Federal legislation that affects the residents of NPU-H.
- (6) Monitor legislative activities of City Council and report to NPU-H membership.

Section 3. The Recording Secretary shall:

- A. Record the minutes at each NPU-H monthly meeting and present the minutes at the following NPU-H monthly meeting for corrections and approval by the assembly. The minutes shall be in typed form and made available to each member at the start of the meeting.
- B. Keep an accurately typed record of minutes of all proceedings of the NPU-H monthly meetings.
- C. Assist with correspondence upon request by the Chairperson or Vice-Chairpersons.
- D. Edit and correct the minutes as requested.
- E. Submitting the minutes to the Chairperson at least one week prior to the next month's meeting.

Section 4. The Assistant Recording Secretary shall:

- A. Perform the duties of Recording Secretary when he or she is absent.
- B. Keep membership attendance records and provide Parliamentary record for voting quorum.
- C. Update and maintain mailing, email, and calling post lists on behalf of the organization.

Section 5. The Treasurer shall:

- A. Maintain a full and accurate account of all funds, receipts, and disbursements of NPU-H. The treasurer receives and disburses all monies in accordance with the Bylaws. This also pertains to monies/capital resources given to NPU-H as a grant. If a grant is presented, he/she shall cooperate with the third party to the extent necessary to insure the integrity and accountability of the grant funds.
- B. Provide a written financial statement at each meeting of the general membership and Executive Committee meetings or other times as required.
- C. Present an annual financial report of all finances to the membership at the November meeting.
- D. Serve as chairperson of the budget committee.
- E. All checks shall be signed by the Chairperson and Treasurer of NPU-H. The Recording Secretary's signature shall also be on file at the bank, in order to sign checks in an emergency, in place of either the Treasurer or Chairperson.
- F. Obtain an annual audit of financial records in December of each year, completed by NPU-H's Audit Committee.

Section 6. License Review Board Representative shall:

- A. Serve as the representative of the NPU-H at the License Review Board meetings.
- B. Serve as a member of the NPU-H Public Service Committee.
- C. Provide a typed report to the NPU-H membership of licensing request reviewed by the City License Review Board for applicants in NPU-H.

Section 7. The Audit Committee shall:

- A. Audit NPU-H books prior to the December transitional meeting.
- B. Submit a written auditor's report to the members of NPU-H at the regularly scheduled NPU-H meeting in January.

Section 8. The Parliamentarian shall:

- A. Parliamentarian shall upon request, and advise the presiding officer on points of Parliamentary procedure.
- B. Insure that all new members have access to a copy of the Bylaws by the February meeting.
- C. Serve on the Bylaws Committee
- D. Ensure the distribution to the membership of any revisions of the By Laws.

Section 9. The Alternate Delegate to the Atlanta Planning Advisory Board (APAB) shall:

- A. Attend the APAB monthly meetings; serve as the voting delegate in the absence of or at the request of the NPU-H Chairperson.
- B. Attend at least four APAB meetings per year.

ARTICLE VII. EXECUTIVE BOARD AND EXECUTIVE COMMITTEE

Section 1. Executive Board Composition - The Executive Board is comprised of the elected and appointed officers, Committee Chairs, Parliamentarian, and the immediate-past Chair of the NPU-H.

- A. The Executive Board shall meet at least three (3) times a year. Additional meetings may be called by the chairperson or at the request by a quorum of the Executive Board membership. A quorum for the Executive Board meeting shall be four members present.
- B. Duties - The Executive Board shall assist NPU-H in formulating policies and recommendations as set forth in the duties and definition of the Committees in Article IX of the bylaws.

Section 2. Executive Committee

The Executive Committee is comprised of the elected officers, parliamentarian, and immediate-past chair.

Duties shall be:

- A. To appoint standing committee chairs, auditor, and the Alternate Delegate to the Atlanta Planning Advisory Board.
- B. To assist in the development of the agendas for regular meetings, along with the chairperson.
- C. To oversee and approve the work of the committees.
- D. To develop policy and procedures.
- E. To ensure all members have access to Bylaws by February. Copies of Bylaws may be distributed electronically to members at the discretion of the Executive Committee and/or posted on website.

ARTICLE VIII. COMMITTEES

Section 1. Composition - The standing committees of NPU-H shall be: Planning & Community Development, Human Resources & Education, Zoning & Subdivision, Utilities & Public Works, Transportation, Finance & Budget, Legislative, Public Safety, Code Enforcement, Community Appearance, Parks-Recreation-Historical Sites, and Health.

Section 2. Duties

The standing committees are responsible for submitting typed or written reports of committee activities to the membership of the NPU-H and to the Executive Board each month.

A. Planning & Community Development Committee shall monitor and make recommendations on activities pertaining to NPU-H 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-H 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-H appropriate action.

B. Human Resources & Education Committee shall monitor the human resources available in NPU-H 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-H on civic responsibility, leadership, and service. Shall monitor matters related to academic education and technical training available to residents in NPU-H.

C. Zoning and Subdivision Committee shall monitor matters related to land use and zoning, new development planning, urban design, and historic preservation, with particular emphasis on NPU-H issues and makes recommendations to the Executive Committee for appropriation action.

D. Utilities & Public Works Committee (sanitation services, city streets, franchises, sewers) shall monitor matters that appear on the agendas of the Atlanta City Council's Utilities Committee, with particular emphasis pertaining to NPU-H 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.

E. Transportation Committee (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-H issues that are of concern to our neighborhood.

F. Finance & Budget Committee (city budget and financial issues) shall 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-H any issues that are of concern to our neighborhood. Shall oversee the handling of NPU-H funds and Budget Allocations.

G. Legislative Committee (actions of the Atlanta City Council; appointments to top city positions, boards, and commissioners) shall monitor matters that appear on the agendas of the Atlanta City Council's Committees, State and Federal Legislation to bring to the attention of the NPU-H Executive Committee and membership any issues that are of concern to our neighborhood.

H. 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-H issues that are of concern to our neighborhood.

I. Code Enforcement Committee shall monitor code enforcement policy as set forth by the City; shall monitor and report code violations within NPU-H to the Executive Committee of NPU-H, NPU-H membership, and the City Code Enforcement office.

J. Community Appearance Committee shall monitor residential and business beautification in NPU-H; shall promote the beautification of business, residential, and open spaces within NPU-H; shall work with city services and private organizations to improve and maintain the appearance of the communities in NPU-H, and to bring to the attention of the Executive Committee of NPU-H issues that are of concern to our neighborhood.

K. Parks-Recreation-Historical Sites Committee shall monitor city up-keep and allocation of funds for the parks, recreation centers, and greenspace areas by the City of Atlanta in NPU-H; shall work with community organizations to maintain and improve the conditions of parks, recreation centers, greenspace areas, and Historical Sites in NPU-H.

L. Health Committee 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-H any issues that are of concern to our neighborhood.

ARTICLE IX. SPECIAL COMMITTEES

Section 1. Special committees shall be appointed as necessary by the Chairperson or Executive Committee. Section 2. Special committees shall perform the duties as prescribed by the Chairperson or Executive Committee.

ARTICLE X. PROHIBITION OF POLITICAL FORUMS

NPU-H monthly meetings shall not be used for political forums or campaigning for City, County, State, or National Elections. Candidates for public office shall not be allowed to speak about their races or their candidacy for a position, or disseminate political information inside of the space in which the NPU meeting is held.

ARTICLE XI. PARLIAMENTARY AUTHORITY

The most recent version of Robert's Rules of Order, shall govern the operation of NPU-H. If there are any provisions in Robert's Rules of Order in conflict with these bylaws, the provisions in these bylaws shall control. This organization shall also be subject to the provisions in the City of Atlanta Ordinance Code Sections 6-3011 through 6-3019, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

ARTICLE XII AMENDMENT OF BYLAWS

Section 1. Appointment of Bylaws Committee - The Bylaws committee shall be appointed at the April meeting by the chairperson and shall serve until December 31st of the current year.

Section 2. Membership Recommendation The membership shall submit all amendment recommendations to the Bylaws Committee by the August meeting.

Section 3. Presentation of recommendations The Bylaws committee shall present amendment recommendations at the August meeting.

Section 4. Vote on Bylaws - The Bylaws shall be amended by a majority of members present and voting at the September meeting.

Section 5. Submission of approved Bylaws - The most recent set of the approved Bylaws shall be submitted to the City of Atlanta Bureau of Planning no later than September 30th.

Section 6. Effective date of Bylaws Approved Bylaws become effective January 1st of the following year, after being reviewed by the City of Atlanta, Bureau of Planning unless otherwise specified in the amendment.

ARTICLE XIII. NPU-H FUNCTIONS, POWER AND DUTIES

Section 1. The NPU-H shall recommend an action, a policy, or Comprehensive Plan to any city Agency on any matter affecting the quality of life within its neighborhoods. The recommendations can include, but not limited to land use, zoning, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks. The committee shall assist agencies and departments of the City of Atlanta in determining priorities for the neighborhood. It also shall review items for inclusion in the city budget for the City of Atlanta and make recommendations relating to budget items for neighborhood improvements.

Section 2. The NPU-H is a vehicle for residents in our designated area to receive information concerning all functions of the City of Atlanta government. The NPU-H's monthly meetings enable citizens to express ideas and comments on City of Atlanta plans and proposals while assisting the City of Atlanta in developing plans which best meet the needs of our neighborhoods.

Kathy Crawford

Chairperson Signature

Date: September 1, 2016