

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

ARTICLE I: NAME

The name of the organization shall be NEIGHBORHOOD PLANNING UNIT K herein referred to as NPU K.

ARTICLE II: PURPOSE

Section 1

To 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 spaces and parks; assist city agencies in determining priority needs for the neighborhood; review items for inclusion in the city budget and make recommendations relating to budget items for neighborhood improvement; and advise the bureau of planning on the preparation of the fifteen (15), five (5), and one (1) year comprehensive development plans *now referred to as the Atlanta Strategic Action Plan “(ASAP)”*.

ARTICLE III: MEMBERSHIP AND MEETINGS

Section 1

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 (1) N.P.U. Each resident, meaning any person who resides 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 (1) vote and shall have the right to exercise that vote on all issues which come before the N.P.U.

Section 2

- A. Meetings shall be on the third (3rd) Tuesday of each month.
- B. The place of the meeting shall be *the C.A. Scott Recreation Center at Mozley Park Recreation Center 1565 Martin L. King Jr. Dr., SW, Atlanta, GA 30314*
- C. When the *C.A. Scott Recreation Center at Mozley Park Recreation Center* cannot be utilized, the place of the meeting shall be designated by the chairperson of NPU-K.

Section 3

Special meetings shall be called by the chairperson or by majority vote of the membership present.

Section 4

All petitions requiring action by NPU K necessitate that the petitioner or a representative be in attendance at the monthly meeting. Should the petitioner or a representative not be in attendance or granted an excused absence by the chairperson of NPU K, the petition may be deferred or voted on by NPU K.

Section 5

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

All Land Use and Zoning issues, liquor licenses, special use permits, etc., should appear on the published agenda before being voted on by NPU K. Land use and zoning issues, liquor licenses, special use permits, etc., that have not been presented to and voted on by the NPU shall be automatically deferred by the NPU until the next scheduled meeting of the body. Either the NPU planner, the NPU Chairperson or designee shall notify the appropriate entities that the issue was automatically deferred by the NPU for lack of proper notification of the residents when such issues may be scheduled for a public hearing by the Board on Zoning Adjustment, Zoning Review Board, Liquor License Review Board etc. or any other formal review process before the next scheduled meeting of the NPU.

ARTICLE IV: ELECTION OF OFFICERS

Section 1

At the regular meeting on the third Tuesday of October, a Nominating Committee shall be appointed by the NPU Chairperson. It shall be the duty of the Nominating Committee to present a slate of nominees at the November meeting. Before the election at the November meeting, additional nominations from the floor shall be permitted.

Section 2

To qualify for holding office in NPU-K, each candidate must be a member as described under ARTICLE III, Section 1. Additionally, each candidate for office must have attended fifty (50%) of all monthly meeting held within the year prior to the annual election of offices.

Section 3

When the nominating committee cannot bring a slate listing candidates for Chairperson and Vice-Chairperson and the committee is not discharged by the Chairperson at the time of its November report, and there is not a scheduled meeting in December, then the nominating committee shall be permitted to appoint an acting Chairperson and Vice-Chairperson to serve the NPU organization for sixty (60) days or less or two (2) meetings or less beginning with the January meeting.

Section 4

All officers shall be elected for a one-year term beginning 1 January, after the November election and ending 31 December of that year. The officers shall be elected by ballot. Election shall be by a simple majority of the NPU members present and voting.

ARTICLE V: ELECTIVE OFFICERS

Section 1 – Offices

The elective offices of NPU-K shall be Chairperson, Vice-Chairperson, Recorder, and Assistant Recorder.

Section 1A – Non-Elective Offices

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

A non-elective office of NPU K shall be that of Parliamentarian. On an as needed basis, a Parliamentarian may be appointed by the Chairperson of NPU K or by majority vote of the NPU K body.

Section 2 – Duties of Officers

CHAIRPERSON Presides over all meetings, and appoints as many committee chairpersons and liaison officers as necessary to perform the functions of the organization.

VICE-CHAIRPERSON Serves in the absence of the chairperson and assists with hand-counts, ballot tabulation and voter certifications in the regular monthly meetings.

RECORDER – Keeps accurate accounts of the proceedings of meetings and handles all correspondence regarding NPU transactions. These duties shall extend to meetings of the NPU K Delegates Council.

ASSISTANT RECORDER – Serves in the absence of the recorder and assists with the sign-in of members and guests attending the meetings. Also, to assist with hand-counts, ballot tabulations and voter certifications when so requested. These duties shall extend to meetings of the NPU K Delegates Council.

PARLIAMENTARIAN – Rules on issues of parliamentary order to improve the governance of NPU-K. Additionally, the parliamentarian must be knowledgeable of Robert's Rules of Order.

Section 3 – Term of Officers

All officers shall be elected annually. The Chairperson of NPU K may not succeed himself/herself for more than three (3) consecutive full one-year terms. A full term shall be defined as nine (9) consecutive months or more.

Section 4 – Vacancies

- A. If the office of chairperson shall become vacant prior to the annual election, that office shall be filled by the vice-chairperson.
- B. Should sudden vacancies occur in the offices of the vice-chairperson or secretary prior to the annual election, either office may be filled by a majority vote of members present at a regular monthly meeting of NPU-K, with the electee serving until the next annual election.

Section 5 – Non-Functioning Officers

Elected Officers who fail to satisfactorily perform the duties of such office without just and acceptable cause shall be replaced by a majority vote of members. The interim person will be expected to serve until such term expires.

Section 6

Committee Officers who fail to perform duties of the committee to which appointed without just and acceptable cause shall be recommended for replacement by the NPU chairperson or by request of the membership.

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

ARTICLE VI: THE NPU K DELEGATES COUNCIL

Section 1 – Composition

- A. Each elective officer of NPU K shall have one seat on the delegate council. In addition, each neighborhood club or organization officially registered with the City of Atlanta within NPU-K and each liaison appointee shall have two (2) seats on the delegate council. In addition, the Chairperson of NPU-K shall appoint three (3) business representatives to the NPU-K Delegates Council.
- B. At-large positions shall be reserved on the NPU K Delegates Council for areas not represented by an official neighborhood club or organization. The At-large positions shall be appointed by the Chairperson of NPU K with confirmation by the NPU K body.
- C. The elective officers of NPU K shall serve as the Executive Officers of the NPU K Delegates Council.

Section 2 – Meetings

- A. The NPU K Delegates Council shall meet on the 1st Tuesday of each month (or on another date agreed on by the NPU general body). Additionally, NPU K Delegates Council meetings are open to all NPU-K members.
- B. The place of the meeting shall be the ***C.A. Scott Recreation Center*** at Mozley Park Recreation Center.
- C. Should the 1st Tuesday of the month fall on or near a holiday or for any other circumstances deeming that the meeting date be changed, the Chairperson of NPU K shall set a new date within the respective month.
- D. When the ***C.A. Scott Recreation Center*** at Mozley Park Recreation Center cannot be utilized, the place of the meeting shall be designated by the chairperson of NPU-K.
- E. Each delegate seat shall have one (1) vote.
- F. The NPU K Delegates Council shall also meet at the request of the NPU-K Chairperson or by vote of a majority of the elective officers.

Section 3 – Duties

The NPU K Delegates Council shall act on all matters presented by the chairperson and shall render decision(s), give advice and make recommendations that will assist with the on-going progress of NPU-K.

Section 4 – Limitations

The NPU K Delegates Council can not make final decisions or changes to the Bylaws of NPU-K, elective officers, and or changes to city ordinances or zoning issues unless so charged by the general membership of NPU K. However, the committee may offer advice or make recommendations to the NPU concerning the aforementioned areas.

Section 5 – Attendance

A majority of the NPU K Delegates Council members must be in attendance in order for any NPU K Delegates Council meetings to be duly constituted.

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

Section 6 – General Areas of Responsibilities

A. NPU K Delegates Council shall have the general areas of responsibilities of:

1. LAND USE AND ZONING – To identify and study issues and concerns which pertain to Land Use and Zoning and to review zoning applications; to become familiar with the City's one, five, and fifteen year Comprehensive Development Plans and make necessary recommendations to NPU-K.
2. HUMAN DEVELOPMENT AND PUBLIC SAFETY – To identify and study issues and concerns which pertain to law enforcement and the public well-being and make recommendations to NPU-K.
3. PARKS AND RECREATION – To identify and study issues and concerns pertaining to parks and recreation and to make recommendations to NPU-K.
4. TRANSPORTATION – To identify and study issues and concerns pertaining to transportation and to make recommendations to NPU-K.
5. HOUSING – To identify and study issues and concerns in such areas as housing, housing rehabilitation, housing code enforcement, and to make necessary recommendations to NPU-K.
6. MEMBERSHIP – To identify ways and means to increase membership and involvement of all citizens within the boundaries of NPU-K, to keep an updated roster of members, including addresses and phone numbers, and to make recommendations to NPU-K as to these duties, when appropriate.
7. EDUCATION – To identify and study issues and concerns in the Atlanta Public School System. To bring to the attention of all residents of NPU-K educational needs and resources based on an assessment of educational needs. This committee may sponsor supplementary educational programs and may make recommendations to NPU-K, Atlanta Board of Education, and Mayor of the City of Atlanta and/or his designated educational liaison.

B The Chairperson of NPU-K shall appoint members of the Delegates Council to chair focus groups in regards to the areas of responsibilities of the NPU-K Delegates Council. Members of the focus groups may include members of the Delegates Council as well as members of the general membership body of NPU-K.

ARTICLE VII: VOTING

Section 1

Issues shall be resolved by a simple majority of members present and voting. Voting can be by show of hands or by ballot. The choice being made by the members participating in the voting Requests for voter certification shall be honored at all times.

Section 2

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

Voter certification shall be done before any voting during the election of officers and on zoning matters or at any other time when so requested by a member of the NPU-K body.

Section 3

Voter certification may include but not limited to a valid GA Driver's License or Identification Card or utility bill in the name of the potential voter. Any exceptions to this rule must be confirmed by the NPU K membership.

ARTICLE VIII: BYLAWS REVIEW AND ADMENDMENT

Section 1

A Bylaws Review Committee shall be appointed annually by the Chairperson of NPU K to review the Bylaws and make a report of recommendations to be voted upon and approved by a simple majority of the membership of NPU K 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.

Section 2

NPU K Bylaws shall be submitted to the Bureau of Planning no later than September 30th of each year for compliance with City of Atlanta code requirements. Said Bylaws shall become effective on January 1 of the following year.

ARTICLE IX: LIAISON

The chairperson shall make recommendations to the membership for approval or make direct appointments of liaisons to city government or private entities whose actions will have a direct or indirect impact upon the residents of NPU-K. The liaisons shall make reports to NPU-K as often as necessary. Such organizations are:

1. Atlanta Planning and Advisory Board (APAB)
2. The Atlanta University Center Community Partnership (AUCCP)
3. The Historic Westside Village Steering Committee

ARTICLE X: NPU-K LETTERHEAD

Section 1

The letterhead of NPU-K shall be in the care and protection of the elected officers and shall not be used by any non-elected members without the permission of the chairperson or the NPU-K membership.

Section 2

The minutes of all official meetings of NPU-K shall be written or typed under the official letterhead.

ARTICLE XI: SIGN-IN SHEETS (ATTENDANCE)

BYLAWS
NEIGHBORHOOD PLANNING UNIT – K
Adopted: September 16, 2008
Effective: January 1, 2009

Two styles of sign-in sheets shall be provided at all official meetings of NPU-K. One style shall be for the sign-in of NPU-K members only. This information shall be used to help determine the number of votes that can be cast on issues that require a vote of the membership. The second sheet shall be for non-eligible voters and shall include visitors, politicians, city government liaison, project presenters and their assistants and representatives.

ARTICLE XII: POLITICAL SPEECHES – PRESENTATIONS

NPU's are mandated non-partisan by the City of Atlanta, therefore, political speeches and presentations are prohibited in all official meetings of all NPU organizations. Such presentations may be made to those who agree to remain after the official meeting has ended.

ARTICLE XIII: ROBERTS RULES OF ORDER

All matters not covered by these Bylaws shall be governed by Roberts Rules of Order.

ARTICLE XIV: SUPERCESSION OF AUTHORITY

These Bylaws shall supersede all previous Bylaws of NPU-K.

APPROVED: By the Membership of NPU-K on:

The 16th day of September in the year of 2008

CHAIRPERSON: _____
Drewnell Thomas