

NPU-F BY-LAWS -for 2008

Article I

Neighborhood Planning Unit – F (NPU-F) is hereby established for the purpose of advising the City of Atlanta including Mayor, Council, and any Department or official of the City, on all matters affecting the environment of, the well-being of, and the general livability of the neighborhoods within NPU-F as defined by the Bureau of Planning and approved by the City Council.

Article II

MEMBERSHIP. Any person 18 years of age or older whose primary place of residence is within NPU-F, or any corporation, organization, institution, or agency which owns property or has a place of business or profession within NPU-F is eligible for membership in NPU-F.

Article III

MEETINGS. NPU-F shall meet in regular monthly session upon the call of the Chairperson. At such meetings, each member as defined in Article II, Membership, shall have one vote. In addition, NPU-F shall meet in November of each calendar year for the principal purpose of elections.

All meetings of NPU-F, its Executive Committee, and its Subcommittees shall be open to the members of NPU-F and notice of such meetings shall be publicized as much as reasonably possible. In situations where City of Atlanta deadlines require that a decision by the Executive Committee be made with seven or fewer days' notice, such meetings may be held by telephone conference call, or other such means as the Chairperson may designate.

AGENDA NOTICE REQUIRED. A final vote by NPU-F to recommend that an action be taken by any official or governmental body, except for a recommendation that such official or governmental body defer action on a matter to a later date, can only occur if the matter has been printed on the agenda notices mailed out by the City to the NPU-F mailing list prior to the NPU-F meeting, provided however that this requirement of agenda notice may be waived upon an affirmative 80% majority vote of all of those qualified voters in attendance at such meeting.

VOTING. Each resident, as defined in Article II, Membership, shall have one vote, to be cast in person.

Corporations, organizations, institutions, agencies, businesses, or professionals shall, by letter of appointment, designate one person as voting representative. That Designee shall have one vote, to be cast in person. Corporations, organizations, institutions, agencies, businesses or professionals owning more than one piece of property or having more than one office or place of business or profession within NPU-F shall have only one vote which shall represent the primary property, office or place of business or profession in NPU-F.

Any resident, as defined in Article II, Membership, desiring to vote at an NPU-F meeting, shall sign in on an official sign-in sheet. He/she shall list his/her address and present reasonable proof of residency. The Chairperson of NPU-F (or his/her designee) shall have final discretion in determining if "reasonable proof" of residency has been presented for qualification as a voter.

The Chairperson of NPU-F may or may not vote at his/her discretion, but must cast a vote in the case of a tie.

The Designee of the corporation, organization, institution, agency, business, or professional shall sign in on the official sign-in sheet and shall present proof of location within NPU-F in the form of a copy of utility bill(s), business or professional license, bank statement, or insurance policy.

After properly signing in, each person shall be issued a voting card (or chit) to be used to cast any official vote. Only one voting card (or chit) shall be issued to any person.

CONFLICT OF INTEREST. Any member, Officer, or Subcommittee Chairperson must make a full disclosure of any direct financial interest he or she may have in any issue before NPU-F begins discussion of the issue, and he or she may not vote on such issue.

QUORUM. A quorum of NPU-F shall consist of 15 members in attendance. Once a meeting is convened, it may proceed whether or not a quorum is maintained.

OFFICIAL ACTION. A majority vote of members present and voting on any motions, resolutions, proposals, etc. shall constitute official action of NPU-F. "Majority vote" means 50% + 1 of the votes cast by persons legally entitled to vote, excluding abstentions.

Article IV

FUNCTIONS, POWERS AND DUTIES. NPU-F may recommend to the City or to any

City Department or official any action, any plan or any policy 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. NPU-F may also assist City agencies in determining priority needs for the neighborhood, and may review items for inclusion in the City budget and make recommendations relating to budget items for neighborhood improvement.

Article V

EXECUTIVE COMMITTEE: The membership of the Executive Committee shall consist of the Chairperson; Vice-Chairperson; Secretary; Parliamentarian; two designees each from the civic associations within NPU-F which are officially recognized by the city; two designees from the Virginia-Highland Business Association; and the Chairperson of each Subcommittee. All members of the Executive Committee must be members of NPU-F and the Executive Committee shall seek to be representative of NPU-F.

The Officers of NPU-F shall serve in the same capacity on the Executive Committee. Each member of the Executive Committee shall have one vote to be cast in person, and in the case of Co-chairs of any Subcommittee, each Subcommittee shall be entitled to one vote to be cast in person by said Co-chair.

Any civic association located within NPU-F and recognized by the City of Atlanta, or any business association whose members have a place of business within NPU-F, may petition at a general monthly meeting of NPU-F to be added to the Executive Committee. Election to the Executive Committee will require a two-thirds (2/3) vote at the next monthly meeting of NPU-F.

The Executive Committee shall meet upon the call of its Chairperson. A quorum shall consist of 8 members in attendance.

The Executive Committee shall have the following duties and functions:

1. To call special meetings of NPU-F.
2. To serve as a Subcommittee to advise interested persons and agencies in City government with respect to general government as defined in the City's Comprehensive Development Plan.
3. To act as a nominating committee for Officers and the Chairpersons of the various Subcommittees of NPU-F.
4. To speak on behalf of NPU-F to the City, or to any City department or official on any matter upon which NPU-F can speak, within the guidelines established by NPU-F at its meeting.

5. To inform the residents of NPU-F of any proposal or action occurring.
6. To establish and abolish ad hoc committees as needed.
7. To create and amend the "Policy Sheet". Members may recommend actions and policies for the Policy Sheet upon proper motion made, seconded, and affirmative vote. The Executive Committee shall then accept such policy and such changes or additions shall take effect at the next regular monthly meeting.

Article VI

The Officers of NPU-F shall be a Chairperson, Vice-Chairperson, and Secretary. The Officers and a Chairperson for each Subcommittee shall be elected by NPU-F at a meeting to be held in November of each calendar year to serve until their successors are elected and qualified, or until earlier resignation, removal or death.

The Executive Committee shall serve as a nominating committee and shall nominate one or more persons to fill each office position. The Executive Committee shall submit such nominations to the members at the October meeting of each calendar year. The floor shall be open for additional and opposing nominations at both the October and November meetings.

Any member of the Executive Committee who ceases to be a member of NPU-F shall be disqualified and his or her position shall be declared vacant by the Executive Committee. By a two-thirds (2/3) vote of the entire Executive Committee, any elected Officer or Subcommittee Chairperson may be recalled. Whenever any vacancy shall occur for any reason, the Executive Committee may select a person to fill such vacancy until the next annual election meeting of NPU-F.

Article VII

SUBCOMMITTEES. There are hereby established the following Subcommittees in NPU-F:

1. Zoning and Economic Development: This Subcommittee shall consider matters of land use, zoning, housing, urban design, employment, economic development, real estate and investment and tax base and taxation and shall make recommendations to NPU-F concerning these areas.
2. Traffic and Transportation: This Subcommittee shall consider all questions having to do with transportation, including mass transit, streets and highways, parking, bicycles and pedestrians, and shall make recommendations to NPU-F concerning these areas.

3. Public Safety: This Subcommittee will consider all questions having to do with the police services, fire services, courts and civil defense, and shall make recommendations to NPU-F concerning these areas.
4. Parks and Recreation: This Subcommittee shall consider matters dealing with parks, open space, recreation, libraries, and cultural affairs and shall make recommendations to NPU-F concerning these areas.
5. Environment: This Subcommittee shall consider matters dealing with flood control, water, sewage, utilities, runoff, and pollution, and shall make recommendations to NPU-F concerning these areas.
6. Licenses and Permits: This Subcommittee will monitor and recommend action regarding licenses and permits for adult entertainment, alcohol sales at establishments operating or desiring to operate within NPU-F, and other business as deemed necessary for the NPU review by the City Code of Ordinances related to the License Review Board, and shall make recommendations to NPU-F concerning these areas.
7. APAB: This subcommittee shall consist of a Delegate and an Alternate who shall represent NPU-F at meetings of the Atlanta Planning Advisory Board (APAB) and report back to NPU-F the actions taken.
8. Tree Protection and Education: This subcommittee will work to protect the neighborhood's trees which are over 6" in diameter at breast height on private and public land. It will work with the Zoning and Economic Development subcommittee to include tree save considerations in the dialogue with variance applicants. It may contact the city arborists to report Tree Ordinance violations and encourage proper enforcement. It may assist residents with Tree Commission Appeals. It will make recommendations to NPU-F concerning tree issues and continuing tree education.

Each Subcommittee shall meet regularly. All members of NPU-F shall be eligible for membership on any Subcommittee. Each civic and business association will be asked to designate one person to each Subcommittee as its official representative.

Article VIII

The procedures and rules of the meetings of NPU-F shall be guided by the current edition of *Robert's Rules of Order*.

A Parliamentarian shall be appointed by the Chairperson of NPU-F to serve until the appointment and qualification of his/her successor and shall be considered a member of the Executive Committee. The Parliamentarian shall also serve as timekeeper during presentations which are restricted by time limits.

In addition to these By-Laws, explicit reference is hereby made to the Atlanta Code of Ordinances, Part 6, Article B - Sections 6-3011 through 6-3019, which governs Neighborhood Planning Units. Where conflict exists between the By-Laws and the ordinance referenced, the city ordinance shall govern.

Article IX

AMENDMENT. These By-Laws may be amended at the annual By-Laws review for NPU-F if the agenda notice mailed out for such meeting gave notice that amendments to the By-Laws would be considered at such meeting, if a quorum is present, and if such amendments are approved by a two-thirds (2/3) affirmative majority vote of all qualified voters in attendance.

The By-Laws adoption must be approved by a two-thirds (2/3) vote of the members of NPU-F in attendance at the meeting where the By-Laws are voted upon. The approved and amended By-Laws shall be submitted to the Bureau of Planning of the City of Atlanta as required by September 30 of each year. The amended and approved By-Laws will go into effect on January 1 of the following year.

The Executive Committee may establish actions and policies for NPU-F to be contained in a document known as the "Policy Sheet", instead of revising and amending the By-laws, if such actions and policies are not otherwise in conflict with the By-laws. The "Policy Sheet" shall be attached to and made a part of the By-laws.

DATES OF REVIEW AND/OR AMENDMENT

Gayle F. Burbidge: 11/16/81, 11/15/82

Charles T. Huddleston: 12/19/88

Mae Reich: 2/13/90, 5/7/91, 11/94

Debbie Skopczynski: 11/96

Robert Silvia: 11/97, 5/19/99

Aaron Gross: 9/22/00, 9/02, 9/03

Dianne Olansky: 8/04, 9/07