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ARTICLE I. PURPOSE, FUNCTIONS, AND DUTIES

In accordance with City of Atlanta ordinance:

Purpose or Purpose, Duties and Functions

- Neighborhood Planning Unit M (hereafter referred to as NPUM), is hereby established for the purpose of advising the City of Atlanta, including the Mayor, City Council, and any Department or Official of the City, on all matters affecting the environment, the well-being of the residents, and the general livability of the neighborhoods within NPUM. Such advice may cover, but is not limited to, land use, zoning, housing, community facilities, human resources, social and recreational programs, traffic and transportation, environmental quality, open space and parks, public safety and other City services.
- NPUM will provide input into the Comprehensive Development Plan (CDP) for the City and will assist City Agencies in determining priority needs of NPUM. Advice and recommendations may also be given to other public and private agencies on any matter affecting the general livability of NPUM.
- In general, NPUM will provide a means by which citizens input can be provided to the City government and a means by which information concerning the operation of City government can be provided to the citizens.
- NPUM shall be construed to be both the Neighborhood planning Committee made up of the members of NPUM, and the geographic area as defined by the City of Atlanta.

ARTICLE II. MEMBERSHIP

Section II.1 Individuals

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

Section II.2 Organizations

- Any corporation, organization, institution or agency who otherwise meets membership requirements (Section II.1) shall be entitled to only one representative per meeting and shall designate that representative in writing to the Assistant Secretary.

ARTICLE III. GENERAL BODY MEETINGS

Section III.1 Meetings

- NPUM shall meet on the FOURTH Monday of each month (January through November), or at the call of the Chairperson or a majority of the Executive Committee except when coinciding with a recognized state or federal holiday.
- The meeting location shall be indicated in the NPUM agenda sent to NPUM members by the Neighborhood Planning Coordinator.
- A meeting can be canceled only when there is an Act of God, or an unavoidable circumstances that make it impossible to meet.
- Meeting cancellation is done by sending a broadcast email to Neighborhood President's, to notify their communities. Also posting the notice on social media and our NPU website.
- The Executive Committee can choose to cancel a meeting and will provide as much notice as reasonably possible under unavoidable circumstances.

Section III.2 Quorum

- A quorum of NPUM shall consist of TEN (10) voting members attending the meeting.

Section III.3 Agenda

- The agenda for the meeting shall be determined by the Chairperson in consultation with the Neighborhood Planning Coordinator.
- The agenda shall be distributed by mail, fax, telephone, e-mail or other means to NPUM members at least within 48 hours prior to each monthly meeting.
- The NPUM General Body Meeting Agenda will be closed to modification upon adjournment of the Executive Committee meeting which occurs two weeks prior to the General Body Meeting. Should revisions be required, those changes will be tracked and will be announced by the Chair at the beginning of the General Body Meeting.
- Once all revisions have been announced, the General Body will approve the meeting agenda as revised by a majority vote.

ARTICLE IV. VOTING

Section IV.1 Criteria

- Except as provided in Article IX, each member, in attendance at a meeting of NPUM,
- Who meets membership requirements (ARTICLE II),
- Signed in on the meeting registration form and whose primary place of residence is within the NPU,
- Or any person, corporation, organization, institution or agency which owns property or has a place of business or profession within the NPU,
- Shall have one vote and shall have the right to exercise that vote on all issues which come before the NPU without attendance requirements, dues payments or any other limitation.

Section IV.2 Voting Challenge

- Any member in good standing may challenge the vote of any other member on the basis of them not being eligible to vote.

Section IV.3 Limits

- No person, corporation, organization, institution or agency who otherwise qualifies as a member on more than one basis as provided for herein shall have more than one (1) vote.
- Should any person hold more than one position within the NPU leadership, they shall have no more than one (1) vote.

Section IV.4 Methods

- Except where these bylaws or our rules provide otherwise, all actions of NPUM shall be by a majority vote which shall be defined as more than half of the votes cast by persons legally entitled to vote at a regular or properly called meeting at which a quorum is present.
- Proxies shall not be accepted.

Section IV.5 Official Records

- The attendance records maintained by the Assistant Secretary, in consultation with the Neighborhood Planning Coordinator, shall be the official basis for the determination of which members shall be eligible to vote or hold office in NPUM.

Section IV.6 Membership Requirement Amendments

- Any changes to Article IV.1 (voting Criteria) shall become effective January 1st following adoption.

ARTICLE V. EXECUTIVE COMMITTEE

Section V.1 Purpose

- There is hereby created an Executive Committee which shall conduct the business of NPUM between meetings of the membership.
- Any such actions taken by the Executive Committee shall be reported to the membership at the next regularly scheduled meeting of NPUM.

Section V.2 Structure

- The executive Committee shall consist of the five elected Officers, the chairs of the standing committees, the representatives of Certified Civic Associations and the representative to Atlanta Planning Advisory Board (APAB).
- The Executive Committee shall determine which Certified Civic Associations shall be represented and the respective association shall determine their representative to the Executive Committee.

Section V.3 Certified Civic Association

- To be recognized as a Certified Civic Association in NPUM, the organization must submit its bylaws, including membership provisions, to the Executive Committee for consideration.
- The Certified Civic Association should also submit annually, a list of their Point of Contacts or representatives.
- A Certified Civic Association may be a tenant association, civic association, community Development Corporation, business association, or other similar organization.
- The list of Certified Civic Associations shall be made by public announcement at the beginning of each meeting and the introduction of their representative.
- The addition of a new Certified Civic Association shall be approved by a 2/3 vote of the general body, and shall go in effect the following meeting.

Section V.4 Meetings

- The Executive Committee shall meet the second Monday of each month at a time and location to be announced at the regular meeting of NPUM.
- However, the Chairperson or any three (3) members of the Executive Committee can call, with forty-eight (48) hours notice, with adequate written, electronic or telephone communication with the members of the Executive Committee, a special meeting of the Executive Committee to carry on the business of NPUM.

Section V.5 Quorum

- A quorum of the Executive Committee shall consist of a minimum of two (2) NPUM Officers and any five (5) other members.

ARTICLE VI. OFFICERS

Section VI.1 Elected Officers

There shall be five (5) elected officers of NPUM:

- Chairperson
- Vice-Chairperson
- Secretary
- Assistant Secretary and a
- Parliamentarian.

No more than one officer may be elected from members of the same family, nor may any member hold more than one (1) office at any time.

Section VI.2 Chairperson

The duties of the Chairperson shall be the following:

- To preside over all meetings of NPU M and all Executive Committee meetings.
- To set the agenda of Executive Committee and General Body Meetings in consultation with the City Planner.

Section VI.3 Vice-Chairperson

The duties of the Vice-Chairperson shall be:

- To perform the duties of the Chairperson in the absence of the Chairperson.

Section VI.4 Secretary

The duties of the Secretary shall be:

- To ensure that actions and votes of all NPU M meetings and Executive Committee meetings are recorded and presented at the following NPUM meetings.
- To make available a summary of NPUM meetings and Executive Committee meetings by the next such meeting
- To file official NPUM actions and other documents with the Department of City Bureau of Planning, or appropriate department or agency, in a timely manner.
- To perform the duties of the Assistant Secretary in the absence of the Assistant Secretary.
- Keep NPUM's own records.

Section VI.5 Assistant Secretary

The duties of the Assistant Secretary shall be:

- To maintain accurate records of attendance and membership
- To perform the duties of the Secretary in the absence of the Secretary.

Section VI.6 Parliamentarian

The duties of the Parliamentarian shall be:

- To be available to define any procedure or process related to and be authority on all issues involving the NPUM Bylaws.
- To be the Chair of the NPU Bylaws Committee during the time that they hold the position as Parliamentarian.
- The Parliamentarian is the authority on all issues and procedures of NPUM's By Laws.

Section VI.7 Terms and Limits

The term of office for all elected officers shall be one year with a maximum of four consecutive terms.

ARTICLE VII ELECTIONS

Section VII.1 Officers

A Chairperson, Vice-Chairperson, Secretary, an Assistant Secretary and a Parliamentarian shall be elected by NPUM in November of each year.

- These Officers shall take office on January 1 following that election and shall serve through December 31, unless they are disqualified as Officers.
- The retiring and newly elected Officers will meet at the January Executive Committee meeting to ensure an orderly transition.

Section VII.2 Nominations

- Nominations of NPUM Officers shall be made in the October NPU Meeting.
- An eligible member must be present to be nominated, or shall have consented to serve in writing, and otherwise have qualified to serve.
- Nominations may be made by a nominating committee and from the floor.

Section VII.3 Disqualification and Vacancies

- If any Officer ceases to be a member of NPUM, the person shall be disqualified and the position shall be declared vacant.
- Whenever any vacancy shall occur, the Executive Committee may select a person to fill such vacancy until an official election can be held at an NPUM General Body meeting.
- The person selected by the Executive Committee to fill the vacancy shall be considered a nominee for the position to be filled by election at the meeting of NPUM when the vote occurs.
- Any Officer may be recalled and disqualified from office by a 2/3 vote at a General Body meeting.
- Notification of any election must be announced at least one meeting prior to the vote being held and placed on the agenda for that meeting.

Section VII.4 Eligibility

- Only members who have attended any three (3) previous meetings during the previous twelve (12) calendar months shall be eligible to hold office, except that a member nominated, but not in attendance at the time of the election shall have attended any four (4) previous meetings during the previous twelve (12) calendar months.
- An eligible member must be present to be nominated, or shall have consented to serve in writing, and otherwise have qualified to serve.

ARTICLE VIII. OTHER STANDING COMMITTEES AND REPRESENTATION

In addition to the Executive Committee, the Standing Committees for the NPUM shall be:

- Land Use and Zoning
- Public Safety Committee
- Transportation Committee

Section VIII.1 Areas of Responsibility of the Standing Committees

The responsibilities of the committees include, but are not limited to:

- Land Use and Zoning
 - Development and Land Use
 - Zoning Applications
 - Variance Requests
- Public Safety
 - Criminal Activity and Public Safety
 - Alcohol License Review
 - Fire Prevention
 - Code Enforcement
- Transportation
 - Traffic
 - Parking
 - Transit

Section VIII.2 Committee Composition and Chairs

- Each Certified Civic Association may submit names of volunteers to serve on each of the Standing Committees.
- The NPU Chair will request volunteers for each of the Standing Committees at the General Body meeting(s).
- From the list of all volunteers, the NPU Chair will select a chairperson for each of the Standing Committees and those selections will be announced to and affirmed by a vote of the General Body and will be effective at the January meeting of that committee following affirmation by the General Body.
- Each Chairperson will serve in that capacity for a term of one (1) year unless they resign or are no longer qualified to be a member of the NPU.
- The NPU Chair can create and General Body can approve Ad Hoc Committees when necessary to meet the needs of NPUM.

Section VIII.3 Committee Voting

- Anyone may attend any of the NPUM Standing Committee meetings, and anyone who has signed in on the Meeting Registration form/Sign-in sheet and has met the membership requirements as described in ARTICLE II shall have the right to vote on any matters that come before the committee.

Section VIII.4 Responsibility of Committees

- Committees shall meet at regular intervals between NPUM monthly meetings, shall send out the Meeting agenda with all action items to the NPU Secretary 96 hours prior to the meeting so that it can be posted at least 48 hours prior to the meeting.
- Each committee chair must prepare written minutes for all committee meetings that will contain a minimum of all action items from the meeting and a copy of the sign-in sheet for all attendees.
- The meeting minutes and the sign-in sheet must be submitted within 72 hours after completion of the to the NPU Secretary for posting on the NPU website, to the Executive Committee and to the NPU Chair for inclusion on the following NPU General Body agenda.
- Committee Chairs shall make brief reports to the General Body at the monthly meetings, shall make technical clarifications regarding agenda items to the general body, recommendations to the general body, work on policy recommendations for the city, inform the body of relevant legislation, and implement the will of the General Body.
- Committees shall make relevant information and public officials available to the General Body as appropriate.

Section VIII.5 Sub-Committees

- Sub committees with specific mission and duration may be appointed by the Chairperson of the committee or created by motion from the floor by the General Body by majority vote.

Section VIII.6 Representation

The NPUM Chair shall nominate representatives to organizations not already named in these bylaws (i.e., DRC for SPI-1, Eastside TAD Advisory Committee, Beltline TAD).

- Advisory Committee, Westside TAD Advisory Committee, APAB, etc.) which shall be approved by the NPUM General Body.
- Representatives shall inform the Executive Committee of the actions of these organizations, inform the General Body and monthly meetings and, when directed by the Executive Committee and/or General Body on motions of concern to NPUM, vote in accordance with that direction.

ARTICLE IX. AMENDMENTS AND ANNUAL REVIEWS

Section IX. 1 Amendments

- Proposed amendments shall be introduced and discussed at one meeting of NPUM and shall be automatically tabled until the next meeting of NPUM.
- Amendments shall require a 2/3 vote of members present.
- Amendments not specifically addressed in these bylaws shall become effective at the subsequent general body meeting.

Section IX. 2 Annual NPU Review

- These By-Laws shall be approved annually by a majority of the residents of the NPU in attendance at the meeting where the By-Laws 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 By-Laws.
- City Ordinance attached to By-Laws.

Section IX.3 Annual City Review

- These By-Laws shall be submitted by the Secretary to the Department of CityBureau of Planning no later than September 30 of each year for compliance with city code requirements unless a specific extension or change in submission date has been requested and approved by the Department of CityBureau of Planning.

ARTICLE X. POLICIES AND OPERATIONAL RULES

- Policies and operation rules may be adopted by the NPU to facilitate the effectiveness of the NPU operations and shall be attached to these By-Laws as an addendum. Rosenberg Rules of Order.

ARTICLE XI. RULES OF ORDER

- The following Rules of Order shall govern the procedures of NPUM and all of the NPUM Standing Committees in all cases to which they are applicable and in which they are not inconsistent with these bylaws.
- Rules may be suspended by a vote of 2/3 of voting members in attendance.
- See "NPUM The Basic Format for Agenda Item Discussion."

Attachments:

- Code of Ordinance
- NPUM Policy Statements
- NPUM The Basic Format for an Agenda Item Discussion