

# 2025 NEIGHBORHOOD PLANNING UNIT W BYLAWS

VERSION 6.2025 (EFFECTIVE 1 JUL 2025)



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**CITY OF ATLANTA  
NEIGHBORHOOD PLANNING UNIT W**

## **PREAMBLE: AUTHORITY FOR PROMULGATION OF BYLAWS**

These Bylaws are promulgated pursuant to the Charter of the City of Atlanta ("City"), Part III, Chapter 3, Article B, Section 6-3013 (b) which requires that all neighborhood planning units shall have bylaws for their members to follow.

These Bylaws may be amended from time to time at any regularly scheduled meeting of the NPU provided that the proposed amendment or amendments are presented to the NPU by the Bylaws Committee at the immediately preceding regularly scheduled meeting of the NPU and notice of the proposal is included in the agenda distributed by the City of Atlanta, Department of City Planning. Modifications are subject to adoption by a majority of residents present and voting at the NPU general meeting in which the amendment is presented for a vote.

Any amendment to these Bylaws shall state the effective date of said amendment, except that any amendment to these Bylaws, which shall change the voting requirements or eligibility of any Article, as stated herein, shall be effective on January 1<sup>st</sup> of the following calendar year.

Amended Bylaws shall be made available to the public within five (5) business days of the effective date of the amendment, by the method(s) provided in the attached Operating Procedures of NPU-W.

The Leadership Committee of NPU-W may propose appropriate Operating Procedures to the general body, which shall provide additional guidance on processes, actions, and mechanisms that are integral to but not fully described in the Bylaws. The Operating Procedures shall function as a companion to the Bylaws. Where there is a conflict between the Bylaws and the Operating Procedures the Bylaws shall prevail.

## **ARTICLE I: NEIGHBORHOOD PLANNING UNIT (NPU)**

### **A. Role of NPU-W.**



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The Atlanta City Council has created an organized program for neighborhood planning, known as the neighborhood planning unit, which serves as the conduit by which citizens may provide input on the City's comprehensive development plan, and other matters, and by which the City can provide information to the citizens on matters related to the operation of the City.

Attached (Attachment "A") to these Bylaws is Chapter 3, Article B, Sections 6-3011 to 6-3019 of the City Charter, which provides additional details on the role, function, scope of activity and governance of neighborhood planning units.

## **B. The Neighborhoods of NPU-W.**

Neighborhood Planning Unit W ("NPU-W") consists of the neighborhoods of East Atlanta, Grant Park, Ormewood Park, Benteen Park, Boulevard Heights, Custer-McDonough-Guice, Oakland and Woodland Hills, as defined by the Office of Zoning and Development and the Department of City Planning as approved by the City Council, and as shown on the Map of NPU-W attached to these bylaws as Exhibit B.

## **C. NPU-W Recognition of Neighborhood Associations.**

The East Atlanta Community Association ("EACA") with regard to East Atlanta, the Grant Park Neighborhood Association ("GPNA") with regard to Grant Park and South Atlantans for Neighborhood Development ("SAND") with regard to Ormewood Park, Benteen Park, Boulevard Heights, Custer-McDonough-Guice, & Woodland Hills are Community Associations, recognized by the NPU-W as representing their respective neighborhoods.

## **D. Referral of Matters to Neighborhood Associations**

On any matter that the City requires a vote by the NPU, the matter in question shall first be referred to the appropriate Neighborhood Association for review and a recommendation, unless that Neighborhood Association has waived the opportunity for such consultation and has communicated that waiver in writing to the Chairperson of NPU-W. The NPU, at its discretion, may refer other matters to the appropriate Neighborhood Association on which the City does not require a vote. The Operating Procedures of NPU-W, Attachment C, provides guidance on how the referral of matters to neighborhood associations shall be undertaken.

## **ARTICLE 2: NPU-W VOTING PRIVILEGES & MEETINGS**

### **A. Residents of NPU-W**

The business of NPU-W shall be conducted at monthly general and committee meetings, which are open to the public. A schedule and agenda for all monthly general and committee meetings shall be made publicly available in advance of the meeting, by the methods adopted by the NPU and as outlined in the attached NPU-W Operating Procedures.



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This Article of the Bylaws provides guidance on who is eligible to vote on the items/matters being considered at NPU-W general and committee meetings. Unless otherwise provided for in these Bylaws:

1. A resident of NPU-W is defined as 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 NPU (Sec 6-3012 (3)).
2. For the purposes of these Bylaws, Entity shall mean any corporation, organization, institution or agency that owns property or has a place of business or profession within the geographical boundaries of the NPU.
3. Notwithstanding any conflicts of interest an Eligible Voter is; any resident of NPU-W who has attended two (2) NPU-W general meetings within the preceding twelve (12) Calendar Months may vote at their next (3<sup>rd</sup>) NPU-W general meeting.
4. Notwithstanding any conflicts of interest, any resident of NPU-W who has attended two (2) meetings of a NPU-W standing or ad-hoc committee within the preceding twelve (12) Calendar Months, may vote at their next (3<sup>rd</sup>) NPU-W committee meeting.
5. Residents voting at NPU-W meetings shall be familiar with and abide by the conflict of interest guidance provided in Article 5, A of these Bylaws.
6. Voting privileges, which have been attained for voting at a NPU-W general meeting, are not transferable to voting at a committee meeting, nor are voting privileges attained for voting at a committee meeting transferable to voting at a general meeting.
7. The voting eligibility of any resident seeking to vote at a NPU-W general or committee meeting shall be verified by the presiding person prior to the start of the meeting or whenever so requested during a meeting by the person presiding at that NPU meeting.
8. No resident may cast more than one vote on a matter being considered at NPU-W general or committee meetings.
9. Any resident eligible to vote must be present at or connected to the NPU-W general or committee meeting, in whatever method or format that is being used to conduct the meeting, to cast their vote and to have their vote recorded or counted. Unless otherwise provided for in these Bylaws, voting by proxy shall not be allowed.
10. Any resident seeking to vote on behalf of an entity must produce the articles of incorporation or organization of the entity, and proof of ownership of the entity, or proof that the right to vote on behalf of that entity has been assigned to that



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individual should such information be requested by the presiding person at any NPU-W general or committee meeting. The entity shall be deemed to be absent for the purpose of meeting attendance, if this request cannot be fulfilled.

11. Any resident as defined in these Bylaws can represent only a single entity at a general or committee meeting. Correspondingly, only one resident shall be eligible to vote on behalf of any eligible entity. The representative of an entity must identify the entity being represented on the relevant meeting sign-in or sign-up document. Failure to do so will result in forfeiture of any vote(s) cast or credit of meeting attendance toward establishing voting privileges.

12. If an entity has an ownership interest in any other entities within the NPU-W, then only one resident is allowed to vote on behalf of those multiple entities. The entity must have been in existence for at least Six (6) months prior to any such vote being cast and counted, in addition to meeting any meeting attendance voting requirement(s) specified in these Bylaws.

13. If two or more residents or entities each own a share of any other entities, either jointly or individually, then all entities with this type of shared ownership shall be limited to a single vote on behalf of those entities, in addition to meeting any meeting attendance voting requirement(s) specified in these Bylaws.

14. Elected Representatives, as defined and described in these Bylaws are eligible to vote at NPU-W general meetings beginning in January of their elected term. All Elected Representatives who have been assigned to a committee are eligible to vote at that committee meeting beginning in January of their elected term.

15. Any resident who is eligible to vote at general NPU-W meetings or NPU-W Committee meetings, and who has filed with the designated authority his or her intent to form a campaign committee or to raise funds for election to any City, County, State or Federal elected office shall have all voting privileges temporarily suspended for the duration of their campaign.

16. NPU-W retains the authority to further extend limitations on the voting privileges of an entity as may be necessary to maintain the integrity of the operating of the NPU and NPU committees during the normal course of operations. Any such modifications to voting privileges shall be performed in accordance to the method(s) outlined in the Operating Procedures of NPU-W, attached.

17. A voting majority is defined as a majority of all votes cast by eligible residents present or in attendance at a meeting. Abstentions are not included when determining the voting majority.

## B. Elected Representatives

NPU-W has adopted the practice of annually electing resident representatives from each of the geographic areas represented by the recognized neighborhood associations. There shall



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be twenty-four (24) Elected Representatives to NPU-W. Eight (8) Elected Representatives shall be elected from each of the following Geographic Areas: 1) East Atlanta; 2) Grant Park & Oakland; and 3) Ormewood Park, Benteen Park, Boulevard Heights, Custer-McDonough-Guice, & Woodland Hills.

These Elected Representatives to NPU-W shall be assigned to serve on one or more of the NPU-W Standing Committees. Using all reasonable methods/efforts, and unless otherwise provided for in these Bylaws, the Elected Representatives shall be equally assigned to the standing committees of record.

Any resident as defined in these Bylaws is eligible to be nominated to serve as an NPU-W Elected Representative.

One or more of the following documents shall be used to establish proof of eligibility to be nominated as an Elected Representative: current Driver's License, current property tax bill, or a current business City of Atlanta Occupational Tax Certificate.

Elected representatives shall be in attendance at all NPU-W general meetings AND all standing or ad-hoc committee meetings to which they are assigned.

Attendance for purposes of the previous sentence shall be defined as being present at the meeting in whatever format it is being held for no less than 75% of the time of the meeting. This requirement can be waived by the presiding officer of the meeting with prior notice to said officer of the meeting prior to any tardy arrival or premature departure. The presiding officer shall transmit to the secretary a list of attendees, noting any waiver of attendance requirements.

For all committee meetings and general body meetings, attendance of Elected Representatives shall be verified via sign-in sheets (for in-person meetings) or electronic records provided by the City of Atlanta (for virtual meetings). The presiding officer of each meeting shall convey Elected Representative attendance information to the Secretary within 2 business days after receipt from the City of Atlanta. The Secretary shall publish the Elected Representative attendance records to the NPU-W Shared Drive within 5 business days following receipt from the presiding officer.

## C. Rules of Conduct

All attendees at NPU-W general meetings and committee meetings are expected to conduct themselves in a manner befitting a deliberative body, which means acting with civility if not cordiality towards one another. These Rules of Conduct extend to include conduct over NPU emails, phone calls, texts messages, in person workshops, and other situations in which business is conducted on behalf of or in representation of the NPU

1. Unacceptable behavior includes, but is not limited to, the following:
  - i. Interrupting another person who is speaking,
  - ii. Speaking without being recognized by the Presiding officer,
  - iii. Continuing to speak after being informed that the individual is out of order and should cease speaking until such time as they are recognized.,



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- iv. Engaging in a personal attack towards another person; rather than addressing the point that person has made.,
- v. speaking in a louder than normal or necessary tone of voice,
- vi. use of any profanity in any language,
- vii. making any lewd, suggestive, aggressive or threatening gestures

4. Any attendee who is unwilling or unable to conduct himself or herself in a decorous and appropriate manner may be removed from the meeting by majority vote, pursuant to a motion from the floor, and barred from re-entry for the remainder of that meeting and possibly other NPU-W meetings dependent on the level of misconduct involved.

5. Additional rules of conduct may be developed by the Leadership Committee that must be presented to the membership for adoption at the January NPU-W Full Body Meeting. The rules of conduct shall apply to all attendees at NPU-W general meetings, meetings of all Standing committees and meetings of all Ad-Hoc committees.



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## D. Consequences & Discipline

Failure by anyone at a NPU-W General, Standing, or Ad-hoc committee meeting to adhere to the rules of conduct, the rules pertaining to conflict of interest, the rules regarding remuneration and/or the rules regarding receipt of benefit(s) shall result in one or more of the following consequences at a General, Standing or Ad-hoc committee meeting(s):

- i. loss of meeting speaking privileges,
- ii. loss of meeting voting privileges,
- iii. any other sanction recommended to and approved by majority vote of the membership at a general meeting, including, but not limited to, a total ban from any NPU-W activity or NPU-W related activity for a defined period of time.

Elected Representative who, without an excused absence from the presiding person, are absent from two (2) consecutive NPU-W general meetings or committee meetings, or who are absent from three (3) general or committee meetings within a six (6) month period shall:

- i. be deemed to have resigned as an Elected Representative,
- ii. be prohibited from seeking election as, or from being appointed as, an Elected Representative for the subsequent calendar year,
- iii. not retain the voting or speaking privilege(s) of an Elected Representative upon losing standing as an Elected Representative.

A Chair, Vice-Chair, Secretary, Standing or Ad-Hoc Committee Chair(s), and/or any other nominated or appointed NPU-W Representative who fail to adhere to the:

- i. rules of conduct,
- ii. rules pertaining to conflict of interest,
- iii. rules regarding remuneration and/or
- iv. receipt of benefit(s),
- v. engage in malfeasance or nonfeasance, which is material.

Shall, upon confirmation or determination of the failure to adhere to one or more elements of these sets of rules, shall be immediately removed and shall not be eligible to participate in any NPU-W activity or NPU-W related activity for a period of two calendar years following the year of their removal.

## E. General Meetings

The general meetings of NPU-W shall occur monthly, unless otherwise provided for in these bylaws. The meeting time and place shall be established by the Leadership Committee of NPU-W, and shall be announced to the recognized neighborhood associations as well as to other interested persons and/or entities at the beginning of the calendar year.

Changes to the meeting time and place, as necessary, shall be recommended by the Leadership Committee and shall be presented to the Eligible Voters for approval. Such



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changes shall be presented at the general meeting prior to the meeting for which the time and date change is being requested.

The Leadership Committee shall have the discretion to authorize the conduct of general and/or committee meetings remotely by electronic means. Notice shall be given in a manner that will allow all those who wish to participate in any such electronic meeting to do so. The Leadership Committee shall have the option to conduct votes remotely by electronic means. The results of all votes shall be verbally announced when they are completed as well as recorded and published as soon as practicable showing each individual vote.

Public emergencies as declared by the federal government, State of Georgia, or City of Atlanta may affect meeting schedules. If this occurs, the new meeting time and place shall be posted to the NPU-W website, social media accounts, sent to the NPU-W email and committee email list, and utilize City of Atlanta telephone notification system, if possible at least 48 hours prior to the new meeting time.

The most current version of Robert's Rules of Order, revised, shall be used when guidance on Parliamentary process is required or necessary for conducting NPU-W meetings.

All agenda items before the NPU General Body shall have debate limited to a specified discussion time limit.

Any voting member shall have the right to appeal the ruling of a chair. An appeal does not require recognition by the chair but does require a second, cannot be amended and requires a voting majority in favor to overrule the chair.

## **F. Prohibition of Political Forums**

Campaigning at NPU meetings is strictly prohibited by the City of Atlanta's Code of Ordinances. The City's Ordinances provide that "Neighborhood planning unit meetings shall not be used for political forums or campaigning for city, county, state, or federal elections." Ordinances of the City of Atlanta, Sec. 6-3019. Prohibition of political forums. (Code 1977, § 6-3019; Ord. No. 1999-81, § 1, 11-10-99).

Examples of campaigning could include, but not be limited to:

- Introduction of elected officials as political candidates in upcoming elections;
- Distributing campaign materials and literature; and
- Conducting either of the above in City Hall, its rooms or offices.

## **ARTICLE 3: OFFICERS**

### **A. Election of Officers & Standing Committee Chairs**

Eligible Voters shall elect a Chair, Vice-Chair, and Secretary, for a period of one year by majority vote of Eligible Voters at the November meeting the year prior who shall take office in January of the next year.



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Standing Committee Chairs and Vice Chairs shall be nominated by the committee members during their November committee meetings and then confirmed, for a period of one year by majority vote of Eligible Voters at the November meeting the year prior who shall take office in January of the next year.

## **B. NPU-W Leadership Committee**

The Leadership Committee of NPU-W shall be composed of the Chair of NPU-W, the Vice Chair of NPU-W, the Secretary of NPU-W and all standing committee chairpersons.

Any decisions made by the Leadership Committee must be documented and shared with the NPU-W Body at the next meeting.

## **C. Duties of the NPU Chair shall be:**

1. To work with the Department of Planning to prepare a draft meeting agenda ;
2. To serve as presiding officer at all general NPU-W Meetings.
3. The presiding officer shall: call the meeting to order; present the draft agenda for adoption; announce all business, making it clear to all members the questions at hand; and maintain order during all meetings by enforcing the rules of conduct;
4. To have working knowledge and understanding of the parliamentary meeting procedures adopted by NPU-W, and which are used to conduct meetings
5. To be the primary correspondent with the City of Atlanta regarding actions taken by NPU-W; and,
6. To uphold the Bylaws and Operating Procedures of the NPU.
7. Any of duties #1 to #4 may be delegated at the Chair's discretion.

## **D. Duties of the NPU Vice-Chair shall be:**

1. To assume the duties of the Chair in the absence of the Chair;
2. To serve as parliamentarian;
3. To serve as timekeeper;
4. To administer the electoral process in accordance with Article 2; and,
5. To uphold the Bylaws and Operating Procedures of the NPU;
6. Any of duties #1 to #4 may be delegated at the Vice-Chair's discretion

## **E. Duties of the NPU Secretary shall be:**

1. To keep a written record of proceedings;
2. To maintain a roster of general meeting attendance and of Elected Representatives meeting attendance;
3. To keep a record of all votes;
4. To publish the meeting minutes and recordings of NPU-W General Meetings; and,
5. To have charge of all documents belonging to NPU-W.
6. To uphold the Bylaws and Operating Procedures of the NPU.



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7. Any of duties #1 to #5 may be delegated at the Secretary's discretion

## **F. Duties of the NPU Leadership Committee shall be:**

1. To identify a committee chair/secretary for any ad hoc committee and for any Standing Committee without a Chair/vice Chair, and to present the candidate(s) to the membership for confirmation no later than the January general meeting;
2. To appoint NPU-W Elected Representatives to all Standing Committees and active Ad Hoc Committees prior to the January 1st of the calendar year for which they have been elected to serve ;
3. To identify a delegate and an alternate delegate to the Atlanta Planning Advisory Board, and to present the delegate and alternate to the membership for confirmation at the January general meeting;
4. To determine the actions on behalf of NPU-W when dealing with time sensitive matters between general meetings;
5. To report any actions taken on behalf of NPU-W between general meetings at the next monthly NPU-W meeting; and,
6. To determine how any authority not expressly granted to an Officer shall be exercised by NPU-W.

Anyone serving as an NPU officer or Committee Chair must have attended 3 general or committee meetings within the past 12 calendar months to be eligible to serve in that capacity.

All inquiries to an NPU-W Officer or Committee Chair must be responded to within five business days. Failure to respond within five business days three times in a twelve month period will result in automatic removal from their post. This removal will prevent that member from running for election again for a period of 12 months.

## **G. Adoption of Operating Procedures.**

The Leadership Committee of NPU-W may propose appropriate operating procedures which shall provide additional guidance on processes, actions, and mechanisms that are related to but not fully described in these Bylaws. The Operating Procedures shall be considered as a companion to the Bylaws and are not independent of the Bylaws. Where there is a conflict between the Bylaws and the Operating Procedures the Bylaws shall prevail. Said operating procedures must be consistent with these bylaws as well as any applicable City Ordinances, State Laws, Federal Law, and other applicable legal authority.

## **H. Appointments Made by the NPU.**

From time to time, NPU-W is called upon to appoint individuals to serve on various committees, commissions, or other such bodies. All individuals who agree to serve as appointees shall regularly report to the NPU on the activities of the respective body on which they serve in whatever manner the NPU deems appropriate.



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Appointees shall, in speaking and voting with regard to the respective body on which they serve, do their utmost to convey the opinion of the NPU as reflected by NPU votes or whatever other means the NPU sees fit to employ to communicate its opinion.

All nominees understand and agree that they serve as representatives at the discretion of the NPU. In the event that the NPU finds that an appointee's service on that particular body is no longer necessary or the NPU desires to appoint another representative, the appointee shall honor the NPU's judgment and end their service at the NPU's request.

## ARTICLE 4: STANDING COMMITTEES

### A. Standing Committees

NPU-W Leadership Committee shall have the authority to propose whatever Standing Committees it deems necessary and proper to the operation of NPU-W. Standing Committees may include, but are not restricted to: Neighborhood Safety, Transportation, Land Use & Zoning, Bylaws & Procedures & Leadership. Standing Committees shall operate on a continuous basis.

Each Standing Committee shall have at least one regularly scheduled monthly meeting. The time and place for each meeting shall be posted on the NPU-W website and listed on the agenda for each monthly NPU-W meeting. The Chair/Secretary of each Standing Committee shall be responsible for making a report of committee actions and recommendations to the full NPU-W.

The Secretary shall provide unique password access for each Committee folder on the NPU-W Google Drive to the respective Committee Chair. The Secretary and the respective Committee Chair shall have shared responsibility for management of the Committee folders. All communications sent to NPU-W Leadership Committee and/or Committee Chairs must be archived in accordance to the NPU-W Operating Procedures



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## B. Ad Hoc Committees

The Leadership Committee may propose an Ad Hoc committee at its discretion and the motion shall specify the following:

- a. The specific objective of the committee
- b. The Chair of the committee
- c. Voting membership of the committee
- d. The duration of the committee
- e. The minimum meeting frequency requirement for the committee
- f. How the committee's findings will be communicated to the NPU.

The Leadership Committee motion shall be presented to the membership for ratification at the next general NPU meeting following committee approval.

Any Ad Hoc Committee shall expire at the end of the calendar year for which it is authorized.

## C. Adoption of Operating Procedures.

The Chair of any Standing or Ad-Hoc Committee shall adopt operating procedures as identified by the Leadership Committee with regard to the functioning of that Committee and may further adopt operating procedures that are consistent with these bylaws as well as any applicable City Ordinances, State Law, Federal Law, any operating procedures adopted by the Leadership Committee, and other applicable legal authority.

## ARTICLE 5: CONFLICTS OF INTEREST, REMUNERATION AND RECEIPT OF BENEFIT

### D. Conflicts of Interest

A voting member may abstain from any vote at that member's discretion.

If a voting member has any interest or involvement in an issue, application, or any other matter being considered or voted on by the NPU and the NPU, as specified in its Rules of Procedure, determines that the member must give notice of the specific conflict, or if the conflict is deemed not to be solved by merely giving notice, the NPU may specify that member take additional steps, up to and including, resignation from NPU, in order to remove any appearance of impropriety.

All individuals, be they hired professionals, such as a lawyer or realtor, or any individuals simply hired to appear on behalf of the applicant, such as a permit expediter, or any individual with a financial interest as defined by herein, are within the ambit of this Section.

In the event that any individual has a question as to whether they have an obligation to make such a disclosure, then they should contact the presiding officer of the NPU who is tasked with resolving any questions on this issue.



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Any vote taken without such a disclosure having been made makes the NPU action in question voidable at the election of this NPU.

## **E. Prohibition Against Remuneration to Individuals in NPU-W Leadership**

Any person in a Leadership Position within NPU-W, including any elected NPU-W representative, all Officers, Committee Chairs, Vice/Deputy Committee Chairs, Subcommittee Chairs, Vice/Deputy Subcommittee Chairs, or analogous offices, is precluded from receiving any remuneration, or the promise thereof, in any form from any entity or individual who has an interest, direct or otherwise, in any application or issue that has been submitted to the relevant governmental entity and is being or will be or has been presented to NPU-W, even if only for informational purposes. This also precludes remuneration, or the promise thereof, from any entity or individual who acts on behalf of any entity or individual who has an interest, direct or otherwise, in any application or issue that has been submitted to the relevant governmental entity and is being or will be presented to NPU-W, even if only for informational purposes

NPU-W can designate any position to be a Leadership Position, if the majority of the voting membership determines that the position in question has a level of influence that could call into question their ability to affect in any way the deliberations of NPU-W.

Any individual shall not be permitted to serve in a leadership position and must immediately notify the Presiding officer of NPU-W and resign this position upon becoming aware of the existence of this conflict.

The prohibition against receiving remuneration shall remain in place as long as the individual holds a leadership position in NPU-W and shall apply for a period of one year following any application and the individual in question shall be prohibited from holding a Leadership Position during that time period.

## **F. Prohibition Against Receipt of Benefit by Individuals in Leadership Positions in NPU-W**

Any person in a Leadership Position, as defined herein, in NPU-W is precluded from receiving any financial benefit or financial interest in any form from any party who submits an application or issue being considered by NPU-W. This prohibition applies to any subsequent financial benefit or interest derived from an application or issue being considered by NPU-W. Unless the person in question is also the applicant and this has been disclosed properly and the process for recusal has been properly followed or an individual fully discloses the relationship between themselves and the applicant, and the body is satisfied that the conflict is resolvable through disclosure.

### **G. Financial Interest means:**

- i. Any ownership interest in the property and/or business for which the application is at issue.



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- ii. Any ownership interest in a property and/or business that would be materially affected by the grant or denial of the application at issue. This would typically be an adjoining property or adjoining business.
- iii. Expectation of receiving a financial benefit flowing directly or indirectly from other individuals within a financial interest in the property, whether fixed, contingent, or a tentative arrangement based on an action taken in furtherance of the application either during the course of an NPU meeting or other action.
- iv. Any expectation of otherwise receiving an economic benefit directly or indirectly from another party.
- v. Receiving remuneration for representing or otherwise acting on behalf, directly or indirectly, of an individual with an ownership interest

## **H. Discipline**

Failure to abide to the NPU's policy against Conflicts on Interest, Remuneration, and/or Receipt of Benefit may result in the party failing to disclose being barred from speaking at future NPU meetings, the prohibition of the submittal of any documentary information to the body, and/or other sanction by this NPU for failure to comply with this requirement and may range to a public reprimand or complete ban from voting at the NPU at any level.



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## I. Adoption of NPU-W Seal.

NPU-W has adopted the following symbol as its seal:



All documents generated by NPU-W, including, but not limited to: meeting agendas, meeting reports, meeting minutes and correspondence, should have the seal prominently featured on the first page of each such document.

All intellectual property, documents and data, not limited to but including emails, social media accounts and the NPU-W website, shall be controlled by NPU-W and may be used for no other purpose than to support the activities of NPU-W

## ARTICLE 6: AMENDMENT

Unless otherwise provided for in these Bylaws, these Bylaws shall be reviewed prior to the September meeting in compliance with City of Atlanta Ordinance No. 99-O-0704 and the City of Atlanta Charter (COA Ordinances, Part I, § 6-3016(a)(1)). In further compliance, this annual bylaws review is subject to adoption by a vote of the majority of residents present and voting at the regular September meeting of NPU-W. The approved bylaws shall be submitted to the City's Bureau of Planning by September 30th of each year.

## ARTICLE 7: EFFECTIVE DATE OF BYLAWS

Unless otherwise provided for in these Bylaws, the Bylaws approved each September will become effective the following January 1st at 12:01 AM, except for those Articles involving actions to take effect during the current year, pursuant to the City of Atlanta Charter (COA Ordinances, Part I, § 6-3016(a)(2)). These bylaws first became effective May 17, 1978.

Respectfully Submitted,

Sky Hassan, Chair  
Neighborhood Planning Unit W



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Exhibit A: City of Atlanta Charter (Ordinances, Part III, Chapter 3, Article B, § 6-3011 - 6-3019) pursuant to the requirements of Ordinances, Part III, Chapter 3, Article B, § 6-3016 (a) (3).

Exhibit B: Map of NPU-W



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## Exhibit A

### Part III, Chapter 3, ARTICLE B. - NEIGHBORHOOD PLANNING

#### Sec. 6-3011. - Statement of policy and purpose.

The council finds that it is in the public interest for the City of Atlanta to have an organized program of neighborhood planning. It is the purpose of this article to provide an opportunity both for the citizenry formally to provide input into the comprehensive development plan of the city and to provide a means by which information concerning the operation of city government can be provided to the citizens of Atlanta. Further, it is the policy of the city to coordinate the recommendations of neighborhood planning units with the formulation of the city's budget, both capital and operating, in order that the comprehensive development plan be an effective policy guide for the orderly development of the city.

(Code 1977, § 6-3011; Ord. No. 1999-81, § 1, 11-10-99)

#### Sec. 6-3012. - Definitions.

As used in this article:

- (1) Neighborhood means a geographic area either with distinguishing characteristics or in which the residents have a sense of identity and a commonality of perceived interest, or both. Factors that may contribute to neighborhood identity include shared development, history, architecture, social and economic relationships, physical boundaries and the existence of one or more broadly representative neighborhood organizations devoted to neighborhood preservation and improvement.
- (2) Neighborhood planning unit, hereinafter also referred to as N.P.U., means (1) a geographic area composed of one or more contiguous neighborhoods, which have been defined by the department of planning, and development and neighborhood conservation based on criteria previously established by the department and approved by the council for the purpose of developing neighborhood plans and (2) a body of residents of such geographic area organized for the purpose of engaging in comprehensive planning matters affecting the livability of neighborhoods.
- (3) 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 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 vote and shall have the right to exercise that vote on all issues which come before the N.P.U.; provided that an N.P.U. may adopt bylaws calling for representative voting, as long as the adoption and revision of such bylaws is by vote open to all such residents without attendance requirements, dues payments, or any other limitation.
- (4) Council district planning committee means a body of residents of a council district formed from representatives of the neighborhood planning units to coordinate council district plans. The council member for the district may initiate the organization of these committees, but may not hold any office in any of the committees. These committees may continue in existence from



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year to year.

(Code 1977, § 6-3012; Ord. No. 1999-78, § 1, 11-10-99; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3013. - Neighborhood planning units.

- (a) Designation. The department of planning, and development and neighborhood conservation shall designate neighborhood planning units, as defined in section 6-3012(2) of this chapter, which shall include all areas of the city. N.P.U.'s may comprise as many, or as few neighborhoods as practicable and may cross council district boundaries. The designation of the N.P.U. shall be based on criteria previously established by the department of planning and development and approved by the council, and shall include the consideration of existing citizens' organizations' boundaries which may exist at the time of designation, as well as provisions for the change of neighborhood boundaries when necessary.
- (b) Preservation of information. The bureau of planning shall make available to neighborhood units basic information, including but not limited to, the areas of land use, transportation, community facilities, programmed capital improvements, housing, human resources, social and recreational programs, environmental quality, open space and parks and citizen involvement in planning and zoning to assist them in neighborhood planning activities. This information shall be presented in such a manner as to be readily recognizable to the residents of each N.P.U. This information shall be presented graphically when practicable.
- (c) Neighborhood planning units. The neighborhood planning unit may 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 space 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 15 and five-year comprehensive development plans.
- (d) Accountability. Neighborhood planning units shall be accountable to the residents of the area they represent.

(Code 1977, § 6-3013; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 8, 2-10-04)

Sec. 6-3014. - Public hearings.

- (a) Manner in which hearings are to be held. The bureau of planning shall hold hearings to focus on the six study areas as defined in the currently adopted comprehensive development plan. Said hearings shall be held in such a manner that there be not less than one public hearing for each study area prior to the preparation of any comprehensive development plan.
- (b) Notice. The city shall provide notice of the number of hearings and their dates, times and places. Such notice shall be provided through advertising in a newspaper of general circulation, included on the regular N.P.U. agenda mail-out and provided as a public service announcement.

(Code 1977, § 6-3014; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 9, 2-10-04)



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Charter reference— Boards and commissions, § 3-401.

Code of ordinances reference— Boards, councils and commissions, § 2-1851 et seq.

Cross reference— Zoning, § 16-01.001 et seq.

Sec. 6-3015. - Schedule of citizen involvement.

- (a) The mayor shall prepare a schedule of citizen involvement regarding the draft of the comprehensive development plan. This report shall be presented to the community development/human resources committee at a regularly scheduled meeting in January of the year in which the plan is to be updated.
- (b) The mayor shall coordinate citizen participation in planning, under provisions of this article and shall be responsible for advising the council on citizen plans.

(Code 1977, § 6-3015; Ord. No. 1999-81, § 1, 11-10-99; Ord. No. 2004-08, § 10, 2-10-04)

Sec. 6-3016. - Bylaws.

- (a) (1) N.P.U. bylaws shall be submitted to the bureau of planning no later than September 30 of each year for compliance with city code requirements.
  - (2) Said bylaws shall become effective January 1st of the following year.
  - (3) This article (Code sections 6-3011 through 6-3019) shall be attached as an exhibit to the bylaws of each N.P.U. with each annual submission to the bureau of planning.
- (b) All neighborhood planning units shall have bylaws for their members to follow which shall be approved annually by a majority of the residents (as defined in section 6-3012(3)) of the N.P.U. 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. These bylaws shall be filed with the department of planning, development and neighborhood conservation. The bylaws shall be reviewed and approved annually by the bureau of planning and the neighborhood planning unit for clarity as to voting procedures, representativeness of all interested parties within the neighborhood planning unit, and a description of the duties of any subcommittees or officers.
- (c) Recommendations of an N.P.U shall not be accepted by the council until the N.P.U. has complied with subsection (a) above.

(Code 1977, § 6-3016; Ord. No. 1999-81, § 1, 11-10-99)

Sec. 6-3017. - Elections.

- (a) Elections shall take place during October or November of every calendar year. If an election(s) has not been held by November 30. Said election(s) shall be conducted by the bureau of planning during the month of December.
- (b) Any person holding the office of chairperson or equivalent, which means presiding officer, must be a person 18 years of age or older whose primary place of residence is within the particular NPU.

(Code 1977, § 6-3017; Ord. No. 1995-68, § 1, 10-24-95; Ord. No. 1999-81, § 1, 11-10-99)



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Sec. 6-3018. - Voting procedures.

- (a) Voting procedures shall be established by each neighborhood planning unit. Although the procedure may vary among neighborhood planning units, bylaws describing the voting procedures shall contain provisions delineating the eligibility of voters within the neighborhood planning units and the voting process itself for issues as well as officer elections.
- (b) Each resident as defined in section 6-3012(3) shall represent one vote and may hold office in only one N.P.U.
- (c) All NPU and committee meetings must be open to the public.

(Code 1977, § 6-3018; Ord. No. 1995-68, § 2, 10-24-95; Ord. No. 1999-81, § 1, 11-10- 99)

Sec. 6-3019. - Prohibition of political forums.

Neighborhood planning unit meetings shall not be used for political forums or campaigning for city, county, state, or federal elections.

(Code 1977, § 6-3019; Ord. No. 1999-81, § 1, 11-10-99)

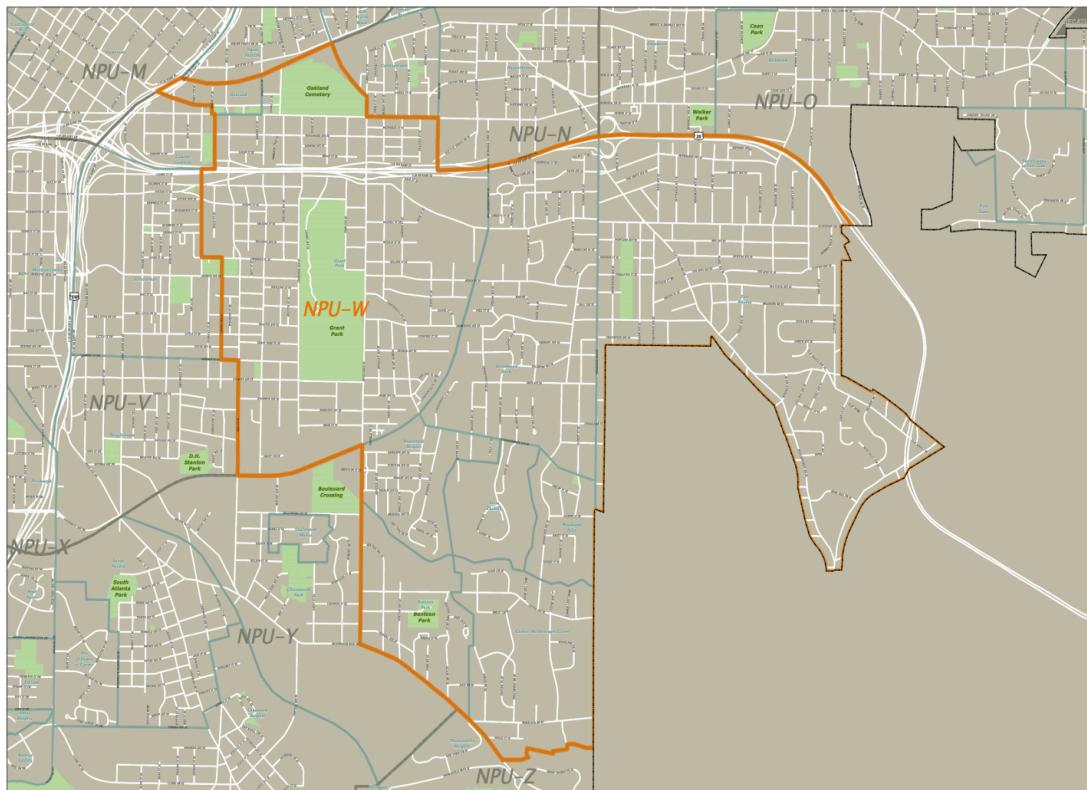


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## Exhibit B

### NEIGHBORHOOD AND NPU MAP



### NPU W



Legend:

- Atlanta City Limits
- NPU
- Neighborhoods
- Parks

0 0.3 0.6  
Miles

