

NPU-Y Bylaws

Article I: Purpose and Definitions, Function, and Boundaries

1.1 Purpose and Definitions

The purpose of these Bylaws is to organize and regulate the leadership of Neighborhood Planning Unit Y (NPU-Y), a planning area defined as such by the City of Atlanta (the City), and apply to all representatives of NPU-Y serving as officers, or committee chairs, or committee members, and to the general constituency of NPU-Y. These Bylaws are adopted pursuant to the City Code, Part III, Part 6, Chapter 3, Article B, and Sec. 6-3011-3019 (the Code), which governs if a conflict with these Bylaws occurs.

1.2 Function

The function of NPU-Y is to advise the City, including but not limited to the Mayor, City Council, and any department or official of the City, on all matters affecting the environment, well-being, general livability, and residents of the area encompassing NPU-Y. 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, parks and open spaces, public safety, code enforcement, and other city services. NPU-Y will provide input into the Comprehensive Development Plan (CDP) for the City and will assist and guide the agencies and departments of the City in determining the priority needs of NPU-Y.

In general, NPU-Y shall provide a means by which citizens' input may be provided to the City government and a means by which information concerning the operation of the City government may be provided to the general constituency of NPU-Y.

1.2.1 Communication Channels

The official and recognized communication channels for NPU-Y include the regularly scheduled meetings of the general constituency and all committees, the minutes of those meetings, the NPU-Y website, email distribution list, Facebook, and Twitter.

1.3 Boundaries

The boundaries of NPU-Y are defined by the City's Department of Budget and Planning and approved by the City Council, and is inclusive of the following recognized constituent neighborhoods:

Amal Heights	Lakewood Heights
Betmar LaVilla	South Atlanta
Chosewood Park	The Villages at Carver
Englewood Manor	Park Place South
High Point	Pickfair
Joyland	

1.3.1 Neighborhood Organizations

NPU-Y shall recognize all civic associations that operate in the constituent neighborhoods of NPU-Y. To qualify for recognition by NPU-Y each civic association or neighborhood association must possess and present to the Assistant Secretary for Membership all of the items below (Article 1, Sec. 1.3.1, a - e):

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- a. Evidence by the civic association or neighborhood association of a physical address that is located within the boundaries of NPU-Y.
- b. Valid copy of a certification of incorporation.
- c. Bylaws currently in effect.
- d. A list of officers for the current year and for the upcoming year.
- e. Evidence of regular meetings and copies of minutes.

The civic association or neighborhood organization shall request in writing to the Assistant Secretary for Membership for NPU-Y a desire to be an active participating business constituent member of NPU-Y.

1.3.2 Multiple Organizations in a Single Neighborhood

In cases where a single neighborhood is represented by multiple civic associations or neighborhood associations, NPU-Y requires the same civic associations and neighborhood associations to reach consensus and select a person to represent and communicate the collective vote, opinion, and intent of the neighborhoods to the general constituency of NPU-Y. The civic associations and neighborhood associations shall provide to the Assistant Secretary for Membership the name of the person whom they select to represent them, and the name and description of the relevant matter appearing on the agenda for the regularly scheduled monthly meeting of NPU-Y, or the Executive Committee meeting, or any standing committee meetings, or any ad hoc committee meeting.

1.4 Map – Appendix A

Maps provided by the City, and downloaded from its Geographic Information System (GIS) via the links http://gis.atlantaga.gov/doc_archive/raw/d003500/p003961.pdf and <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=2688> indicates the boundaries of NPU-Y and its constituent neighborhoods.

Article II: Membership

2.1 Residential Constituents

Any person 18 years of age or older, and whose primary place of residence is within the boundaries of NPU-Y is deemed to be a residential constituent member of NPU-Y.

2.2 Business Constituents

Any corporation, organization, institution or agency that owns non-residential property or has a place of business within the boundaries of NPU-Y is eligible for membership as a business constituent, and may designate ONE (1) person as its representative to NPU-Y.

A business constituent shall be entitled to only ONE (1) voting representative per meeting and shall designate that representative in writing to the Assistant Secretary for Membership of NPU-Y in advance of voting, but shall not be eligible to hold any NPU-Y office or committee chair position.

2.3 Non-Discrimination

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96 NPU-Y shall not discriminate on the basis of race, sex, age, national origin, religion,
97 sexual orientation or physical disability for all matters that come before it for
98 consideration.

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Article III: Officers

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3.1 Election of Officers

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104 There shall be SEVEN (7) elected officers for NPU-Y: a Chairperson, Vice-Chairperson,
105 Secretary, Assistant Secretary for Membership, Treasurer, Parliamentarian, and Sergeant
106 at Arms. Each officer must meet the requirements of residency (as defined by Article II,
107 Sec. 2.1-2.2) and must be a voting member (as defined by Article VI, Sec. 6.1). In
108 addition, to be eligible each officer must have attended FOUR (4) meetings within the
109 current TWELVE (12) month period.

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111 No more than ONE (1) officer shall be elected from members of the same family or
112 household, nor shall any member hold more than ONE (1) office at any time.

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114 a. The election for officers shall be held annually during the November meeting and the
115 persons elected shall serve until the following November meeting or until their earlier
116 resignation, removal, or death.

117

118 b. The current Chairperson shall abdicate his or her position to the assigned NPU-Y
119 Planner from the City's Bureau of Planning, and he or she shall preside over the
120 election of the new officers.

121

122 c. Nominations for officers shall be taken from the floor and/or from an *ad hoc*
123 nominating committee.

124

125 d. The winner of the election for each office shall be the person who receives the highest
126 number of votes of eligible members of the general constituency of NPU-Y.

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128 e. The term of each officer commences immediately upon the certification of the
129 election results by the presiding officer.

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3.1.1 Terms and Limits

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132 The term of office for all elected officers for NPU-Y shall be ONE (1) year with a
133 maximum of FOUR (4) consecutive terms.

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3.2 Officer Roles

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3.2.1 Chairperson

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137 The duties of the Chairperson shall be as follows:

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139 a. To preside over all meetings of NPU-Y and Executive Committee meetings.

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141 b. To appoint a representative from NPU-Y to represent the interest of NPU-Y at the
142 Atlanta Planning Advisory Board (APAB), subject to ratification by the body of
143 NPU-Y.

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145 c. To set the agenda of meetings for the Executive Committee and for the regularly
146 scheduled monthly meetings of NPU-Y.

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148 d. To appoint members of NPU-Y to fill vacancies for the executive committee and
149 standing committees, any ad hoc committees of NPU-Y, and representatives to
150 ancillary organizations not already named in these bylaws, including but not limited

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144 to Lakewood Finance Committee and Lakewood Oversight Committee, subject to
145 ratification by the body of NPU-Y.

146 d.e. Act on behalf of NPU-Y in between regularly scheduled meetings of the general
147 constituency of NPU-Y, or in between the regularly scheduled meetings of the
148 Executive Committee.

149 e.f. Ensure that the contribution of NPU-Y to the Comprehensive Development Plan
150 (CDP) for the City's CDP hearings is prepared in a timely manner and properly
151 delivered to the City.

152 f.g. To establish ad hoc committees and to appoint members to serve thereon.
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3.2.2 Vice-Chairperson

155 The duties of the Vice-Chairperson shall be as follows:
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- 158 a. To perform the duties of the chairperson in the absence of the chairperson.
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3.2.3 Secretary

160 The duties of the Secretary shall be as follows:
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- 163 a. To capture the actions and votes of all NPU-Y meetings and Executive Committee
164 meetings and ensure they are accurately recorded and presented at the subsequent
165 NPU-Y meetings, and shared via the communication channels created by and
166 associated with NPU-Y.
- 167 b. To file official NPU-Y actions and other documents with the Bureau of Planning for
168 the City, or other appropriate department or agency, in a timely manner, and in
169 accordance with the requirements of the Code.
- 170 c. To communicate statements, resolutions, and official actions of NPU-Y to all
171 interested parties, including the press.
- 172 d. To maintain and administer all NPU communication platforms (email lists, websites,
173 social media, etc.) in accordance with NPU communication guidelines established by
174 the City of Atlanta.
- 175 e. To perform the duties of the Assistant Secretary for Membership in the absence of the
176 Assistant Secretary for Membership.
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3.2.4 Assistant Secretary for Membership

179 The duties of the Assistant Secretary for Membership shall be as follows:
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- 182 a. To maintain accurate records of attendance and membership.
- 183 b. To certify the eligibility of members to vote.
- 184 c. To ensure the official communication channels of NPU-Y are available and
185 accessible to the Executive Committee and to the general membership of NPU-Y.
- 186 d. To perform the duties of the Secretary in the absence of the Secretary.
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3.2.5 Treasurer

188 The duties of the Treasurer shall be as follows:
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- 191 a. To maintain an accurate record of the sources, amount, and related restrictions &
192 conditions for all funds earmarked for, donated to, and received by NPU-Y.
193 b. To maintain an accurate record of all expenditures incurred and accrued by NPU-Y,
194 and to pay any and all costs for services and goods provided to NPU-Y.
195 c. To prepare an annual budget for NPU-Y and present it to the Executive Committee
196 for approval no later than the last meeting in December before it takes effect in
197 January of the subsequent year.
198 d. To give a financial report to the Executive Committee on a monthly basis.
199

3.2.6 Parliamentarian

200 The duties of Parliamentarian shall be as follows:
201
202

- 203 a. The parliamentarian shall be versed on Robert's Rules of Order.
204 b. He/she shall assist the chair in maintaining proper parliamentary procedures in
205 general, special and executive meetings.
206 c. Robert's Rules of Order is recognized as the proper parliamentary procedures for
207 conducting the business in NPU-Y.
208

3.2.7 Sergeant at Arms

209 The duties of the Sergeant at Arms shall be as follows:
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- 211 a. Assist the parliamentarian in the execution of their responsibilities.
212 b. Perform the duties of the Parliamentarian in their absence.
213

3.3 Removal and Vacancies

214 A vacancy on the Executive Committee occurs when an officer ceases to be a member of
215 NPU-Y (as defined by Article II, Sec. 2.1-2.2), or when an officer resigns, or when an
216 officer is removed by a majority vote of the members of the Executive Committee.
217
218

219 Any officer may be recalled and disqualified from office by a TWO-THIRD (2/3) vote of
220 the general constituency of NPU-Y at a regularly scheduled monthly meeting of NPU-Y.
221

3.3.1 Removal

222 Any person whose primary residence ceases to be within the boundaries of NPU-Y shall
223 be disqualified immediately from serving as an officer of NPU-Y. At any time, a person
224 may resign his/her position as chair of a Standing Committee of NPU-Y, and shall
225 henceforth be disqualified as a member of the Executive Committee of NPU-Y.
226
227

228 Any officer, or committee chair, who has THREE (3) consecutive unexcused absences
229 from meetings of the Executive Committee or the regularly scheduled meetings of NPU-
230 Y, shall be disqualified. The disqualification shall be recorded in the written minutes of
231 the meeting when the disqualification occurs.
232

233 Any ancillary committee member, committee chair, or ad-hoc committee chair may be
234 removed by a majority vote of the executive committee.
235

236 Either the Chairperson or any THREE (3) members of the Executive Committee may
237 present a motion to remove a person from an officer position, committee chair, or the
238 Executive Committee to the general body for purposes of ratification by majority vote.

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3.3.2 Vacancies

241 When an officer is disqualified, recalled or removed from a position, the Chair shall
242 declare the position vacant, and shall select a member of the general constituency of
243 NPU-Y (as defined by Article II, Sec. 2.1-2.2) to fill such vacancy until the next
244 scheduled monthly meeting of NPU-Y. The person selected by the Chair to fill the
245 vacancy shall be considered a nominee for the position to be filled by election at the next
246 scheduled monthly meeting of NPU-Y.

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Article IV: Committees

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4.1 Executive Committee

251 There is hereby created an Executive Committee of NPU-Y (Executive Committee),
252 which shall conduct the business of NPU-Y between the dates when the regularly
253 scheduled monthly meetings for NPU-Y are held. Any actions that the Executive
254 Committee takes shall be reported to the general constituency of NPU-Y at the next
255 regularly scheduled monthly meeting of NPU-Y.

256

4.1.1 Composition of Executive Committee

258 The Executive Committee shall consist of all the elected officers of NPU-Y. The officers
259 of NPU-Y shall serve in the same officer roles on the Executive Committee as they do for
260 NPU-Y.

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4.2 Standing Committees

263 NPU-Y shall have the following standing committees:

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4.2.1 Committee Names & Responsibilities

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- 267 a. **Zoning, Land Use and Code Enforcement:** This committee shall consider all
268 matters of land use, zoning, housing, urban design, and code enforcement and shall
269 make recommendations to NPU-Y concerning these areas.
- 271 b. **Transportation/Public Works:** This committee shall consider all matters
272 concerning transportation including mass transit, streets, highways, parking, bicycles
273 and pedestrians and public services, including water, lighting, sanitation, debris
274 removal, and related municipal services.
- 276 c. **Public Safety:** This committee shall consider all matters concerning police, fire,
277 ambulance, and animal control.
- 279 d. **Parks, BeltLine and Environment:** This committee shall consider all matters
280 concerning parks, the Atlanta BeltLine, open spaces, and recreation, and the
281 environment.
- 283 e. **Education:** This committee shall coordinate with school, community and parent
284 organizations on issues pertaining to schools within NPU-Y.

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4.2.2 Standing Committee Composition and Chairs

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287 Committee chairs shall be nominated by the Chair of NPU-Y, and shall be approved by
288 the membership of NPU-Y at a regularly scheduled monthly meeting.

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290 Any person who qualifies for membership to NPU-Y (Article II, Sec. 2.1-2.2) may serve
291 on one or more standing committees. No person shall serve as the Chairperson of more
292 than ONE (1) committee.

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4.3 Ad Hoc Committees

294 From time to time, during the course of the year, the Chairperson of NPU-Y may
295 establish an Ad Hoc committee to serve a finite term that expires on or before December
296 31 of the year the ad hoc committee comes into being. The name and purpose of such Ad
297 Hoc committee shall be determined by the Chairperson of NPU-Y, and shall be disclosed
298 to the membership of NPU-Y during the next regularly scheduled monthly meeting of
299 NPU-Y.

300

301 The Chairperson of NPU-Y may nominate a member of NPU-Y to serve as the
302 Chairperson of the Ad Hoc committee, and that nominee shall be approved by the
303 membership of NPU-Y during a regularly scheduled monthly meeting of NPU-Y. Any
304 person who meets the membership requirements for NPU-Y (Article II, Section 2.1-2.2)
305 may serve in the capacity of member of any Ad Hoc committee at the invitation of the
306 NPU-Y Chair or Ad Hoc committee Chair.

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308 The Chairperson of an Ad Hoc committee shall not be eligible for membership to the
309 Executive Committee of NPU-Y unless he or she is already an elected officer of NPU-Y.

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Article V: Meetings

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314 All meetings for NPU-Y including meetings for the Executive Committee, the standing
315 committees, and any ad hoc committees shall be open to the public. No committee shall
316 meet in executive session except to discuss pending legal actions or procedural matters.

317

5.1 General Constituency Meetings

318 The general constituency of NPU-Y shall meet on the THIRD (3rd) Monday of each
319 month (January through December) at 7:00PM, or at the call of the Chairperson or a
320 majority of the Executive Committee except when that meeting date coincides with a
321 recognized state or federal holiday. When the meeting date coincides with a recognized
322 state or federal holiday, the meeting shall be held on the subsequent day.

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325 The venue for the meetings of the general constituency of NPU-Y shall be at the John
326 Birdine Neighborhood Facility located at 215 Lakewood Way, Atlanta, Georgia 30315,
327 and shall also be indicated on the NPU-Y agenda.

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5.2 Quorum

329 A quorum of NPU-Y shall consist of NINE (9) voting members attending the meeting in
330 person. Participation in meetings by means of conference telephony or other remote
331 means shall not qualify as a basis for establishing a quorum for the general constituency
332 of NPU-Y.

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335 **5.3 Agenda**

336 The chairperson in consultation with the Neighborhood Planning Unit Coordinator shall
337 determine the agenda for the meeting. The agenda shall be distributed by mail, e-mail,
338 the NPU-Y website, and social media networks including but not limited to Facebook and
339 Twitter—to NPU-Y members no less than 48 hours prior to each monthly meeting.

340

341 **5.4 Executive Committee Meetings**

342 The executive committee shall meet at least one time preceding the regularly scheduled
343 meeting of the general constituency of NPU-Y for each month. The time, place, and date
344 of such meetings shall be at the discretion of the chairperson of NPU-Y. At least three
345 (3) members of the executive committee must be present in person in order to constitute a
346 quorum necessary to take action on the part of the committee.

347

348 **5.5 Standing Committee Meetings**

349 Meetings for the standing committees of NPU-Y shall be conducted at least once per
350 month. The chairperson of each committee shall decide the time, place, and date of such
351 meetings, and provide reasonable notice to the respective committee members. Each
352 committee shall prepare a written committee report for submission to the Executive
353 Committee of NPU-Y. Reports shall be presented to the Executive Committee prior to or
354 at the monthly meeting of the Executive Committee, and the committee reports shall be
355 included as an addendum to the monthly NPU-Y minutes.

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359 **Article VI: Voting**

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361 Any issue receiving a simple majority of FIFTY PERCENT PLUS ONE (50% + 1) vote
362 of the general constituency in attendance at a meeting of NPU-Y qualified to vote shall
363 prevail, and the results of the vote shall be considered an official action of NPU-Y.

364

365 **6.1 General Voting**

366 Each person who meets the requirements for membership stated in Article II, Sec. 2.1 –
367 2.2, becomes eligible to vote on general NPU-Y issues including elections of officers,
368 upon attendance of his or her THIRD (3rd) meeting within the prior period of TWELVE
369 (12) months.

370

371 Each person is entitled to ONE (1) vote, and in the event a person qualifies for
372 membership to NPU-Y on the basis of being a residential constituent and a business
373 constituent (Article II, Sec. 2.1 – 2.2) that person shall be entitled to ONE (1) vote.

374

375 **6.2 Voting for Adopting & Amending Bylaws**

376 All members (Article II, Section 2.1-2.2) of NPU-Y are eligible to vote without
377 restrictions or conditions on adopting the bylaws, and on approving any amendments to
378 the bylaws.

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381 **Article VII: Conflicts of Interest and Abstentions**

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382 **7.1 Standards of Conduct**

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383 The Board of Ethics of the City of Atlanta has adopted Advisory Opinion 2004-4 on
384 Conflict of Interest Related to Neighborhood Planning Units (NPU). Compliance with
385 these Standards of Conduct assures the integrity of decisions made by the NPU. NPU-Y
386 requires that voting by officers, committee chairs, and committee members in its
387 proceedings maintain independence and objectivity of judgment or action in the
388 performance of their duties as officers of NPU-Y.

389

7.2 Conflict of Interest – Financial Stakes

391 An officer or committee member is deemed to have a conflict of interest on a matter
392 under consideration, and shall abstain from voting on that matter in committee meetings,
393 or the meetings of the general constituency of NPU-Y if he/she, or any member of his/her
394 immediate family,

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- 396 a. has a financial stake in the outcome of a particular vote; or
397 b. has direct ownership interest in a proposed project to be voted on; or
398 c. owns any right or interest in real property that is the subject of the vote, even if such
399 ownership or right is contingent upon rezoning or changing the Comprehensive
400 Development Plan; or
401 d. is being paid or is owed payment of fees by a person or entity having such a financial
402 stake, ownership interest or other right or interest for services rendered in connection
403 with the matter before NPU-Y, even if the services are not directly connected with the
404 issue to be voted on; or
405 e. is an employee of any person/organization having an interest described in (a)-(d)
406 above, or
407 f. owns at least ten percent of the stock of a corporation or at least ten percent of the
408 equity ownership of an entity having any of the interests listed in (a)-(d) above.

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410 An officer or committee member with such conflicting interest shall disclose it prior to
411 discussing the matter in any NPU-Y meeting of the Executive Committee, the standing
412 committee, or any ad hoc committees.

413

414 If a question is raised as to a conflict of interest of an officer or a committee Chairperson
415 of NPU-Y, the Executive Committee member, or standing committee member, or ad hoc
416 committee member in question shall disclose all his/her financial interests, if any, in the
417 matter under consideration. The member's responses to the questions pertaining to the
418 alleged conflict shall be recorded in the written Minutes for vote(s) taken on the matter.

419

7.3 Conflict of Interest – Non-Financial Stakes

421 An officer or committee chairperson having no financial or ownership interest listed in
422 Article VII, Sec. 7.2 (a-f), but with a personal interest in the outcome of a vote by virtue
423 of a relationship to the issue or the real property which is the subject of a proposal, the
424 entity proposing an action or the entity opposing an action may vote and speak as to the
425 issue before NPU-Y, however that person shall disclose his/her personal interest to the
426 Executive Committee prior to speaking or voting on the matter in committee meetings or
427 at the general meeting of NPU-Y. Such disclosure enables the Executive Committee to
428 evaluate the context of opinions expressed, and does not suggest impropriety on the part
429 of the disclosing member of the Executive Committee. [Examples: employees of
430 corporations owning land near to a parcel that is the subject of a re-zoning; members of

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431 an affected neighborhood association; private landowners near a parcel that is the subject
432 of a proposed re-zoning; and, anyone who will apparently sustain a personal impact from
433 a proposed re-zoning. Persons in such status with respect to a matter under consideration
434 are eligible to speak about and vote on such matters, but shall disclose their status to the
435 Executive Committee and to the members of NPU-Y.]

436

437 7.4 Abstentions

438 A member of the Executive Committee or any standing committee is entitled to abstain
439 from voting for other reasons. However, if a member persistently abstains from voting
440 without explanation, the Chairperson of NPU-Y or the Committee Chairperson shall
441 require disclosure of the Executive Committee or standing committee member's reason(s)
442 for abstaining. The reason(s) given shall be recorded as a part of the written Minutes for
443 the vote(s) taken on the matter.

444

445 7.5 Consequences for Violation

446 A violation of Article VII, Sec. 7.2-7.3 can subject an Executive Committee member to
447 removal under Article III, Sec. 3.3.1. If, as a result of such violation, the Executive
448 Committee, or standing committee, or ad hoc committee takes a position that would be
449 otherwise if the member had abstained, the Executive Committee or standing committee
450 shall be entitled to reconsider the same issue immediately upon discovery of the
451 violation.

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455 7.6 Remedies for Votes Cast

456 If a matter in which a vote was cast in violation of Article VII, Sec. 7.2-7.3 has proceeded
457 to another entity, the NPU-Y Chairperson or Committee Chairperson shall immediately
458 notify the entity before which the matter lies to inform that entity of the violation and the
459 difference, if any, that the recorded vote made.

460

461 Article VIII: Bylaws – Amendments, Adoption, and Annual Review & Filing

462

463 8.1 Amendments

464 Amendments to these bylaws may be proposed by any member of NPU-Y at a regularly
465 scheduled monthly meeting of NPU-Y. If the motion prevails, then the Chairperson of
466 NPU-Y shall immediately establish an ad hoc committee to consider, discuss, and draft
467 amendments to the bylaws. The ad hoc committee reviewing the bylaws shall provide to
468 the Executive Committee a draft of the proposed amendments to the bylaws. The bylaws
469 shall be approved at a regularly scheduled meeting at which a quorum is present and by a
470 simple majority of FIFTY PERCENT PLUS ONE (50% + 1).

471

472 Any amendments to the bylaws shall not become part of the bylaws currently in effect,
473 and shall only be incorporated at the annual adoption of the bylaws, and become effective
474 on January 1st of the following year.

475

476 8.2 Adoption of Bylaws

477 On or before the September meeting of the general constituency of NPU-Y, the
478 Chairperson of NPU-Y shall schedule on the agenda a vote for adopting any proposed

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479 amendments to the bylaws. If a quorum (Article 5, Sec. 5.2) is present, a majority vote—
480 FIFTY PERCENT PLUS ONE (50% + 1) of the eligible members in attendance shall be
481 required to adopt the amendment to the bylaws.

482

483 **8.3 Annual Review & Filing**

484 The Chairperson of NPU-Y shall submit amendments to these bylaws to the Bureau of
485 Planning no later than September 30 of each year for compliance with Code requirements
486 of the City. The Planner for NPU-Y shall attach Sections 6-3011 through 6-3019 of the
487 Code as an exhibit to these Bylaws with each annual submission to the Bureau of
488 Planning.

489

490 These bylaws were adopted by a vote of 16 0 0
491 *For - Against - Abstaining*

492 on 9-19-16
493 *Date*

494 Russell Hopson 9-29-16
495 NPU-Y Chairperson Date

496

497

498 _____
499 Reviewed and Approved: Date:

500

APPENDIX A

NEIGHBORHOOD AND NPU MAP
ATLANTA, GEORGIA

