

**TOWN OF FULTON  
TOWN HALL COMMUNITY PLANNING ADVISORY PANEL  
BYLAWS AND GUIDELINES**

1. **PURPOSE**

The Town Hall Community Planning Advisory Panel is established to serve in an advisory capacity to the Town Council regarding the planning and potential construction of a new Town Hall facility.

2. **ROLE OF THE PANEL**

The Panel shall:

- Gather and review community input
- Identify facility needs and space requirements
- Review site options
- Review conceptual designs
- Review cost estimates
- Provide recommendations to the Town Council

The Panel shall not have authority to make final decisions or obligate the Town financially.

3. **MEMBERSHIP**

The Panel shall consist of up to five (5) community members appointed by the Mayor and approved by the Town Council. Members should represent a cross-section of the community.

4. **OFFICERS**

The Panel shall elect a Chair and Vice-Chair at the first meeting. The Chair will conduct meetings and coordinate with Town staff.

5. **MEETINGS**

Meetings shall be held as needed. Meetings may be posted in accordance with the Texas Open Meetings Act when applicable. A majority of the appointed members shall constitute a quorum.

6. **PUBLIC INPUT**

All Panel meetings should allow for public comment. The Panel is encouraged to assist in gathering community input through public hearings, surveys, and public meetings.

7. **STAFF SUPPORT**

Town staff will provide administrative support, meeting notices, and project information to the Panel.

8. **CONFLICT OF INTEREST**

Panel members shall disclose any conflicts of interest and shall not participate in discussions or recommendations where a conflict exists.

9. **DURATION**

The Panel shall serve until the Town Council accepts a final recommendation regarding the Town Hall project, unless extended by the Town Council.

10. **REPORTING**

The Panel shall provide a written recommendation to the Town Council at the conclusion of its review.

Adopted this 20<sup>th</sup> day of May, 2026.