

City of Tatum
Planning and Zoning Committee
Organizational Meeting
Tatum City Hall
November 18, 2025
6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Certification of Appointment
The mayor confirms appointments and the position number approved by the City Council.
4. Administration of the Oath of Office
Swearing-in of newly appointed commissioners.
Signing and filing of oath documents with the City Secretary.
5. Discussion of Roles and Responsibilities of Officers.
6. Election of Officers
Chairperson: Nominations and vote.
Vice-Chairperson: Nominations and vote.
Secretary: Nominations and vote.
7. Orientation and Duties of Tatum Planning & Zoning
Brief overview of Planning & Zoning Commission responsibilities under the Texas Local Government Code and city ordinances.
Review of meeting procedures, quorum requirements, and Open Meetings Act compliance.
Distribution of sample bylaws or procedural rules. Discussion of the creation of local bylaws for the Tatum Planning and Zoning Committee.
8. Establishment of Meeting Schedule
Discussion and adoption of regular meeting dates/times.
9. Other Organizational Business
Review of pending cases.
Assignment of staff liaison.
Discussion of Yearly Budget and procedures for claiming expenditures.
Discussion of training opportunities (e.g., Texas Open Meetings Act, Public Information Act).
10. Public Comment
Opportunity for citizens to address the Committee on agenda or non-agenda items.
11. Adjourn.

This facility is wheelchair-accessible, and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least 48 hours before the meeting. Please get in touch with the City Secretary's Office at (903) 803-3580 or by email at cityoftatum@tatum.texas.gov.

I certify that the foregoing notice was posted on the bulletin board and the front door of the Tatum City Hall, Tatum, Texas, the 13th day of November 2025.

Michael A. Henry / 11/13/2025
Michael Henry, Mayor / Date