

**PROCEDURE AND AGENDA RECOMMENDED BY THE  
DIRECTOR OF LAW FOR THE 8:00 A.M. JANUARY 3, 2014  
ORGANIZATIONAL MEETING OF COUNCIL**

1. Craig A. Stough, Mayor call the organization meeting of Council to order.
2. M. Scott Ramey, Judge of Sylvania Municipal Court to administer oath of office to Craig A. Stough, Mayor. (A written Oath of Office should also be signed by the Mayor, if not previously done, and the same subsequently filed with the Director of Finance).
3. M. Scott Ramey, Judge of Sylvania Municipal Court to administer oath of office to those of the following Council Members-Elect who has not previously been sworn in: V. Michael Brown, Katie Cappellini and Mary J. Westphal (A written Oath of Office, to be provided, should also be signed by each, and the same subsequently filed with the Director of Finance).
4. Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that Council hereby determines it is duly constituted of elected and qualified members consisting of V. Michael Brown, Katie Cappellini, Douglas G. Haynam, Sandy Husman, Mark D. Luetke, Todd Milner and Mary J. Westphal.
5. Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that \_\_\_\_\_ is nominated for election as President of Council. (that nominations be closed and a unanimous ballot be cast in favor of \_\_\_\_\_ as President of Council). (Or if more than one person is nominated before nominations are closed the Clerk shall provide a ballot to each Member of Council present and the nominee receiving the greatest number of votes shall be deemed to be elected as President of Council).
6. Discussion of committee appointments by President of Council.
7. Adjournment.