

**PROCEDURE AND AGENDA RECOMMENDED BY THE
DIRECTOR OF LAW FOR THE 7:15 P.M. JANUARY 4, 2016
ORGANIZATIONAL MEETING OF COUNCIL**

1. Craig A. Stough, Mayor call the organization meeting of Council to order.
2. Pledge of Allegiance.
2. 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: Mark Frye, Douglas G. Haynam, Sandy Husman, Mark D. Luetke and Jason Mishka (A written Oath of Office, to be provided, should also be signed by each, and the same subsequently filed with the Director of Finance).
3. Moved by _____ and seconded by _____ that Council hereby determines it is duly constituted of elected and qualified members consisting of Katie Cappellini, Mark Frye, Douglas G. Haynam, Sandy Husman, Mark D. Luetke, Jason Mishka and Mary J. Westphal.
4. 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).
5. Committee appointments by President of Council (if prepared to make) to be confirmed by Council.
6. Adjournment.