

**PROCEDURE AND AGENDA RECOMMENDED BY THE  
DIRECTOR OF LAW FOR THE 6:15 P.M., JANUARY 5, 2026  
ORGANIZATIONAL MEETING OF COUNCIL**

1. Mark R. Frye, Mayor, calls the organization meeting of Council to order.
2. Pledge of Allegiance.
3. Michael A. Bonfiglio, Judge of the Sylvania Municipal Court to administer oath of office to Mark R. Frye, 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.)
4. Michael A. Bonfiglio, Judge of Sylvania Municipal Court to administer oath of office to those of the following Council Members-Elect who have not previously been sworn in: Marcus Hansen, Shawn Murphy, Patrick Richardson, 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).
5. Moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that  
Council hereby determines it is duly constituted of elected and qualified members consisting of Marcus Hansen, Douglas G. Haynam, Brian McCann, Shawn Murphy, Patrick Richardson, Lyndsey A. Stough and Mary J. Westphal.
6. 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).
7. Committee appointments by President of Council (if prepared to make) to be confirmed by Council.
8. Adjournment.