

Village of Shreve

3/12/2026

Rules of Council

VILLAGE OF SHREVE RULES OF COUNCIL

Table of Contents

I.	Authority and Adoption of Rules	2
II.	Schedule of Council	3
A.	Regular Council Meetings	3
B.	Special Meetings	3
C.	Emergency Meetings	3
III.	Executive Sessions	4
IV.	Informational Sessions	4
V.	Attendance and Excused Absences	5
VI.	Officers Of Council	5
A.	Presiding Officer	5
B.	President Pro Tempore	6
C.	Succession	6
VII.	Vacancies	6
VIII.	Resignations	7
IX.	Public Hearings	7
X.	Agenda Preparation and Distribution	7
XI.	Order of Business	7
XII.	Quorum and Voting Threshold Requirements	8
XIII.	Voting	8
XIV.	Legislative Readings of Ordinances and Resolutions	8
XV.	Committees	9
A.	Authority and Purpose	9
B.	Establishment and Appointments	9
C.	Notice Requirements For Committee Meetings	9
D.	Committee Minutes and Records	10
E.	Reporting and Transition	10
F.	Established Standing Committees	10
G.	Police & Administration Committee	11

H.	Buildings, Land, and Parks Committee	11
I.	Personnel, Finance, and Insurance Committee	11
J.	Streets, Utilities, and Sidewalks Committee	12
XVI.	Procedures for Ordinances and Resolutions	12
A.	Three-Reading Requirement	13
B.	Emergency Ordinances and Resolutions	13
C.	Council Discussion	13
D.	Public Participation (Public Comment)	14
XVII.	Preservation of Order and Decorum	14
A.	Council Members Out of Order	14
B.	Members of the Public Out of Order	15
XVIII.	Professional Conduct	15
XIX.	Social Media and Digital Communications Policy	15
A.	Purpose	15
B.	Official Communications	15
C.	Prohibition on Posting Recordings or AI-Generated Content	16
D.	Sharing Official Content	16
E.	Personal Accounts	16
F.	Compliance with Law	17
XX.	Gap Filling Terms And Interpretation	17

I. Authority and Adoption of Rules

Pursuant to Ohio Revised Code Section 731.45, the legislative authority of a municipal corporation shall determine its own rules and keep a journal of its proceedings.

These Rules of Council are hereby adopted by the Village of Shreve Council for the orderly conduct of its business.

These Rules shall be reviewed and considered by Council biennially at the organizational meeting following the election and qualification of newly elected Council members, or at such other time as Council deems necessary.

II. Schedule of Council

A. Regular Council Meetings

Regular meetings of the Village of Shreve Council shall be held on the **first (1st) and third (3rd) Monday of each month at 7:00 p.m.**, at the Shreve Village Hall, unless otherwise provided by ordinance, resolution, or lawful adjournment.

If a regularly scheduled meeting date falls on a legal or recognized holiday, Council may, by majority agreement:

1. Conduct the meeting on the scheduled holiday; or
2. Reschedule the meeting to another day during the same week.

Any change in meeting date shall be made in compliance with applicable notice requirements under Ohio law.

All regular meetings shall be open to the public, except as otherwise permitted by law.

B. Special Meetings

Special meetings of Council may be called by the **Mayor or any three (3) members of Council**, in accordance with Ohio Revised Code Section 731.46.

Notice of a special meeting shall be provided to all members of Council in the manner required by law.

In addition, at least twenty-four (24) hours' advance notice shall be provided to the public and to any news media that have requested notification, except in the case of an emergency requiring immediate official action, in accordance with Ohio Revised Code Section 121.22.

The notice shall include the **time, place, and purpose** of the meeting.

The Mayor, or the Mayor's designee, shall ensure that proper notice is given, including posting on the Village website and official Village social media platforms, when practicable.

C. Emergency Meetings

Emergency meetings of Council may be called by the **Mayor or any three (3) members of Council** when an emergency exists requiring immediate official action, in accordance with Ohio Revised Code Sections 731.46 and 121.22(F).

The person or members calling the emergency meeting shall provide notice to the Mayor of the **time, place, and purpose** of the meeting.

Notice of the emergency meeting shall be provided **immediately** to:

1. All members of Council; and
2. Any news media that have requested notification under the Open Meetings Act.

The notice shall include the time, place, and purpose of the meeting, to the extent practicable under the circumstances.

The Mayor, or the Mayor's designee, shall ensure that notice is provided and shall post notice on the Village website and official Village social media platforms when practicable.

The minutes of the meeting shall reflect the nature of the emergency and the action taken.

III. Executive Sessions

Executive sessions may be held during a regular or special meeting of Council only after a motion and second are made in open session and approved by a majority vote of a quorum of the members present, in accordance with Ohio Revised Code Section 121.22.

The motion to enter executive session shall state the specific statutory purpose or purposes permitted under Ohio law.

No formal action, decision, or vote shall be taken during an executive session. Any official action resulting from discussion in executive session shall be taken only in open session.

No minutes or recordings shall be made of executive session proceedings. However, the minutes of the public meeting shall reflect the motion, second, vote, and the statutory purpose(s) for entering executive session.

Matters discussed in executive session shall remain confidential unless and until such matters are lawfully discussed or acted upon in open session, or disclosure is otherwise required by law.

IV. Informational Sessions

Ohio Revised Code Section 121.22 generally requires that all meetings of a majority of the members of Council, or of any committee, board, or other decision-making body of the Village, be open to the public.

A gathering of a majority of Council members does not constitute a “meeting” under the Open Meetings Act only when the gathering is strictly limited to receiving information and does not involve discussion or deliberation among members.

Informational or fact-finding sessions may include presentations or briefings from the Village Solicitor, Village employees, consultants, other government officials, or third parties who provide factual information, expertise, or advice.

During such informational sessions:

1. Council members may ask clarifying questions of the presenter;
2. Council members shall not engage in discussion with one another regarding the information presented; and
3. Council members shall not deliberate, meaning they shall not weigh options, consider proposals, discuss alternatives, or engage in exchanges that could reasonably lead toward a decision.

Such “Information Sessions” may also include telecommunications, such as emails, sent to members of Council from the Mayor, Village Administrator, Village Solicitor, Fiscal Officer, employees, consultants, etc. In such instances, Councilmembers shall not “reply all” and instead may only reply to non-Councilmembers on the communication chain.

V. Attendance and Excused Absences

No member of Council shall be excused from a Council meeting while Council is in session except with the permission of the Mayor or, in the Mayor’s absence, the Council President Pro Tempore.

A member who is unable to attend a regular or special meeting shall provide notice to the Mayor or Council President Pro Tempore as soon as practicable, except in cases of emergency or other valid cause.

Pursuant to Ohio Revised Code Section 731.45, Council may declare the seat of a member vacant if the member is absent without valid cause for a continuous period of two (2) months.

No expulsion or declaration of vacancy shall occur unless:

1. The action is approved by a two-thirds (2/3) vote of all members elected to Council;

2. The member has been notified of the charge or basis for the proposed action; and
3. The member has been provided a reasonable opportunity to be heard.

Council members appointed to committees are expected to attend committee meetings. A member unable to attend a committee meeting shall provide notice to the Mayor or the Chairperson of the committee as soon as practicable.

VI. Officers Of Council

A. Presiding Officer

The Mayor shall serve as the Presiding Officer of the legislative authority and shall preside at all regular and special meetings of Council, in accordance with Ohio Revised Code Section 733.24.

The Mayor shall not vote on any matter before Council except in the case of a tie vote of the members elected to Council.

In the absence or inability of the Mayor, the Council President Pro Tempore shall preside over the meeting.

D. President Pro Tempore

At the organizational meeting following the election and qualification of Council members, Council shall elect from among its members a President Pro Tempore, in accordance with Ohio Revised Code Section 731.10.

The President Pro Tempore shall serve until a successor is elected at the next organizational meeting, unless removed or replaced earlier by action of Council.

In the absence of the Mayor from the Village, or when the Mayor is unable for any reason to perform the duties of the office, the President Pro Tempore shall serve as Acting Mayor and shall exercise the same powers and perform the same duties as the Mayor, as provided by law.

In the absence of both the Mayor and the President Pro Tempore, Council shall appoint a temporary chairperson from among its members to preside over the meeting.

E. Succession

In the event of the death, resignation, or removal of the Mayor, the President Pro Tempore of Council shall succeed to the office of Mayor and shall serve for the remainder of the unexpired term, in accordance with Ohio law.

Upon the President Pro Tempore assuming the office of Mayor, the resulting vacancy in the office of President Pro Tempore shall be filled by Council from among its members, by majority vote of all members elected to Council.

This succession process shall be governed by the applicable provisions of the Ohio Revised Code.

VII. Vacancies

When a vacancy occurs in the office of a member of Council, the vacancy shall be filled by appointment by Council for the remainder of the unexpired term, in accordance with Ohio Revised Code Section 731.43.

Council shall fill the vacancy by majority vote of all members elected to Council within thirty (30) days after the vacancy occurs.

If Council fails to make an appointment within thirty (30) days after the vacancy occurs, the Mayor shall fill the vacancy by appointment, as provided by law.

VIII. Resignations

Any member of Council who desires to resign from office shall submit a written resignation to the Mayor and to Council.

Unless a later effective date is specified in the resignation, the resignation shall take effect upon receipt by the Village.

For purposes of vacancy procedures under Section 4.4 of these Rules and Ohio Revised Code Section 731.43, a vacancy shall be deemed to occur on the effective date of the resignation.

IX. Public Hearings

Public hearings may be scheduled during a regular meeting or as a separately noticed special meeting.

X. Agenda Preparation and Distribution

All matters to be considered by Council shall be submitted to the Mayor's Office no later than the close of business on the Friday preceding a regular Council meeting scheduled for the following Monday.

The agenda for all meetings of Council shall be prepared by the Mayor or the Mayor's designee, under the direction of the Mayor.

The agenda and available supporting materials shall be made available to Council members by the Friday preceding the meeting, when practicable.

Committees or Council members sponsoring an agenda item shall provide all available supporting documentation relevant to the matter. If supporting documentation is not available, a summary memorandum or briefing shall be provided to allow Council members an opportunity for review prior to the meeting.

Each agenda item shall clearly identify its sponsor, which may include the Mayor, a Council member, or a Council committee.

Items not submitted by the deadline may be added to the agenda by majority vote of Council.

XI. Order of Business

The order of business for regular Council meetings shall be as follows, unless modified by majority vote of Council:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment
5. Committee Reports
6. Unfinished (Old) Business
7. New Business
8. Approval of Bills and Expenditures
9. Announcements
10. Adjournment

XII. Quorum and Voting Threshold Requirements

For purposes of these Rules, and based upon the full membership of Council consisting of six (6) elected members:

- **Quorum:** Four (4) members
- **Majority Vote:** Four (4) affirmative votes
- **Two-Thirds (2/3) Vote:** Four (4) affirmative votes
- **Three-Fourths (3/4) Vote:** Five (5) affirmative votes

A quorum must be present in order for Council to conduct business.

Unless otherwise required by statute, all actions of Council shall require the affirmative vote of a majority of all members elected to Council.

Emergency ordinances or resolutions shall require the affirmative vote of three-fourths (3/4) of all members elected to Council, in accordance with Ohio Revised Code Section 732.30.

XIII. Voting

All members present shall cast a vote on each question before Council unless abstaining due to a declared conflict of interest in accordance with Ohio ethics law. Any abstention shall be stated for the record. Abstentions for a conflict of interest shall remove the conflicted member from the

total vote requirements. Abstentions for any other reason shall follow the majority on procedural matters.

Votes on ordinances and resolutions shall be taken by roll call vote, as required by Ohio law. The vote of each member shall be entered into the minutes.

Votes on motions and other actions may be taken by voice vote unless a roll call vote is requested by any member of Council or required by law.

XIV. Legislative Readings of Ordinances and Resolutions

The introduction of an ordinance or resolution for a first, second, or third reading does not require a vote.

The Presiding Officer shall announce the reading (first, second, or third), open the matter for discussion, and, upon conclusion of discussion, request a motion and second for final passage when appropriate.

Final passage of an ordinance or resolution shall occur only upon a motion, second, and the required affirmative vote as established in these Rules and the Ohio Revised Code.

XV. Committees

A. Authority and Purpose

Committees of Council are advisory in nature and are established to review matters, gather information, and make recommendations to Council.

Committees shall not:

- Approve expenditures;
- Enact legislation;
- Take final action on behalf of Council; or
- Direct Village employees except through recommendations to Council or the Mayor, as applicable.

F. Establishment and Appointments

Standing committees shall be established by Council.

Committee appointments shall be made by the Mayor at the organizational meeting following the election and qualification of Council members, unless otherwise provided by Council action.

Each Council member shall serve on at least two (2) committees unless excused by Council for good cause.

Council may establish additional committees at any time by majority vote.

G. Notice Requirements For Committee Meetings

Committee meetings shall be conducted in compliance with Ohio Revised Code Section 121.22 (Open Meetings Act) when a quorum of the committee is present.

Committee chairs shall provide reasonable advance notice of meetings to the Mayor or the Mayor's designee to ensure proper public notice in accordance with Ohio law.

When practicable, notice should be provided at least forty-eight (48) hours in advance.

Committee members shall also provide courtesy notice to other members of Council.

H. Committee Minutes and Records

Minutes of committee meetings shall be promptly prepared and shall be open to public inspection in accordance with Ohio law.

Committee minutes shall include:

- Date, time, and location of the meeting;
- Name of the committee;
- Members present and absent;
- A reasonable summary of matters discussed; and
- Any recommendations made to Council.

Copies of committee minutes shall be provided to the Mayor, Fiscal Officer, committee members, and all members of Council, and shall be made available to the public upon request.

I. Reporting and Transition

Committees shall report their recommendations at regular meetings of Council.

At the conclusion of each Council term, the chairperson of each committee shall prepare a written summary of unresolved or pending matters and provide all relevant materials to the incoming committee chair no later than the second regular meeting following the organizational meeting.

J. Established Standing Committees

Pursuant to Ohio Revised Code Section 731.45, Council may establish standing or special committees as part of its internal rules of procedure.

The following standing committees are hereby established in an advisory capacity:

- Police & Administration
- Buildings, Land, and Parks
- Personnel, Finance, and Insurance
- Streets, Utilities, and Sidewalks
- Community Involvement

Each committee shall meet as needed to prepare policy goals, legislation, and other matters falling under their jurisdiction as described below.

K. Police & Administration Committee

The Police & Administration Committee shall serve in an advisory capacity to Council regarding matters relating to public safety and administrative operations within the Village.

The committee may:

- Review public safety concerns and trends affecting the Village;
- Receive reports from the Mayor, Village Administrator (if applicable), or law enforcement leadership regarding operational needs, including equipment, supplies, and facility maintenance;
- Review budgetary requests related to public safety and administrative functions;
- Identify and recommend potential grant opportunities or funding sources.

All recommendations of the committee shall be reported to Council for discussion and action.

L. Buildings, Land, and Parks Committee

The Buildings, Land, and Parks Committee shall serve in an advisory capacity to Council regarding matters relating to Village-owned buildings, lands, and park facilities.

The committee may:

- Review the condition and maintenance needs of Village properties, including Village Hall, garages, and other municipal facilities;
- Receive reports from the Mayor or appropriate Village personnel regarding maintenance and capital improvement needs;
- Conduct an annual review of sidewalks and present recommendations to Council regarding repair, replacement, or related legislation;
- Review matters relating to Harold Miller Park and Betty Carmichael Park and make recommendations to Council;

- Meet with community organizations or park-related associations and report recommendations to Council;
- Identify and recommend potential grant opportunities or funding sources related to Village properties and parks.

M. Personnel, Finance, and Insurance Committee

The Personnel, Finance, and Insurance Committee shall serve in an advisory capacity to Council regarding personnel policies, financial planning, and insurance matters of the Village.

The committee may:

- Review and make recommendations to Council regarding personnel policies, compensation structures, and staffing levels, as permitted by law;
- Receive reports from the Mayor and Fiscal Officer concerning personnel matters requiring Council action;
- Review proposed salary ordinances or resolutions prior to Council consideration;
- Meet periodically with the Fiscal Officer to review financial reports, budget projections, and fiscal trends;
- Review proposed departmental budget requests and make recommendations to Council during the annual budget process;
- Review insurance coverage annually and make recommendations to Council regarding liability, property, and other coverage needs;
- Identify potential cost-saving measures, efficiencies, or lawful financial opportunities, including utility or service contracts;
- Review and recommend to Council whether a levy or other revenue measure should be considered.

N. Streets, Utilities, and Sidewalks Committee

The Streets, Utilities, and Sidewalks Committee shall serve in an advisory capacity to Council regarding Village infrastructure matters.

The committee may:

- Review concerns regarding streets, utilities, sidewalks, and related infrastructure raised by Village residents, the Administrator, or Village staff;
- Review maintenance, repair, and capital improvement needs related to Village streets and utilities;
- Identify and recommend potential grant opportunities or funding sources for infrastructure projects;

- Conduct an annual review of sidewalk conditions and present recommendations to Council regarding repair, replacement, or improvement.

XVI. Procedures for Ordinances and Resolutions

Prior to the introduction or adoption of an ordinance or resolution, the Mayor may request that the Village Solicitor prepare or review the proposed legislation to ensure it is proper as to form and legally sufficient under the Ohio Revised Code and the Village's codified ordinances.

Committees may review proposed legislation and make recommendations to Council; however, committee review or recommendation is advisory only and does not constitute approval of any ordinance or resolution.

When substantive amendments or additions are made to an existing ordinance or resolution, Council shall adopt a new ordinance or resolution reflecting the changes in full to ensure clarity, organization, and accurate codification of the Village's laws.

A. Three-Reading Requirement

No ordinance or resolution granting a franchise or right, involving the expenditure of money, levying a tax, or authorizing the purchase, lease, sale, or transfer of property shall be passed unless it has been read on three (3) different days.

Each reading need only consist of the resolution or ordinance's title only.

The three-reading requirement may be dispensed with only upon an affirmative vote of three-fourths (3/4) of all members elected to Council. The vote to suspend the rules shall be taken by roll call and entered into the minutes.

If the three-reading requirement is not properly suspended, final passage shall occur only after the required three readings on separate days.

O. Emergency Ordinances and Resolutions

Emergency ordinances and resolutions shall be governed by Ohio Revised Code Section 732.30.

An ordinance or resolution may be declared an emergency measure only when it is necessary for the immediate preservation of the public peace, health, safety, or welfare. The ordinance or resolution shall contain a separate section clearly stating the reason for the emergency.

Following the first reading, the Presiding Officer may entertain a motion to suspend the rules and permit the second and third readings to be read by title only.

The motion to suspend the rules and the final passage of the emergency measure shall each require the affirmative vote of three-fourths (3/4) of all members elected to Council, taken by roll call vote and entered into the minutes.

Upon receiving the required vote, the emergency ordinance or resolution shall take effect immediately upon passage, unless otherwise provided by law.

P. Council Discussion

Debate and discussion by Council members shall be conducted in an orderly manner and confined to the question under consideration.

Each Council member shall be limited to five (5) minutes of discussion per recognition on any single agenda item.

After all members who wish to speak have been recognized once, a member may be recognized again for an additional five (5) minutes.

The Presiding Officer may extend discussion time in additional five-minute increments when necessary for clarification, completion of remarks, or effective deliberation.

Discussion shall remain relevant to the agenda item under consideration and shall not include personal attacks or unrelated matters.

Nothing in this section shall prevent Council from voting, by majority, to extend or limit debate as it deems appropriate.

Q. Public Participation (Public Comment)

Council encourages public participation while maintaining the orderly and efficient conduct of meetings.

Individual public comment shall be limited to three (3) minutes per speaker, unless extended by the Presiding Officer or by majority vote of Council.

Public comments shall be directed to Council as a whole and shall pertain to matters within the jurisdiction of Council.

Council shall not prohibit speech based on viewpoint. However, comments that are disruptive, obscene, threatening, or unrelated to Council business may be ruled out of order.

Speakers may be requested to state their name for the record. Members of the public shall not be required to provide their address as a condition of speaking.

Speakers shall maintain civility and refrain from personal attacks, threats, or disruptive conduct. Applause, outbursts, or other interruptions are discouraged.

The Presiding Officer may warn a speaker who violates these rules. If the disruptive conduct continues after a warning, the Presiding Officer may require the individual to yield the floor or leave the meeting, in a content-neutral manner consistent with applicable law.

Matters raised during public comment that do not require immediate Council action may be referred to appropriate Village staff or a Council committee for review and recommendation. Referral may be directed by the Presiding Officer, subject to Council concurrence when appropriate.

XVII. Preservation of Order and Decorum

The Mayor or Presiding Officer shall preserve order and decorum during meetings and shall confine debate to the question under consideration.

A. Council Members Out of Order

Any member of Council may be called to order for disorderly conduct or violation of these Rules. The Presiding Officer may declare a disorderly Council member out of order. Thereafter, said disorderly member must cease the underlying disorderly conduct or be removed from the meeting. A majority of Council may overrule such a determination.

R. Members of the Public Out of Order

The Presiding Officer shall maintain order during meetings open to the public.

The Presiding Officer may rule out of order and, if necessary, require removal of any individual who:

- Engages in disruptive behavior,
- Engages in other conduct which constitutes disorderly conduct,
- Prevents the orderly conduct of the meeting,
- Refuses to yield the floor after expiration of allotted time,
- Uses threats, incitement, or materially interferes with the proceedings.

This authority shall be exercised in a content-neutral manner and shall not be based on disagreement with the viewpoint expressed.

If necessary, law enforcement may be requested to assist in maintaining order in accordance with applicable law.

XVIII. Professional Conduct

Council meetings are official public proceedings. Council members are expected to conduct themselves in a professional, respectful, and impartial manner consistent with their public office.

The Presiding Officer shall avoid the appearance of partisanship and shall act solely to ensure that Council business is conducted in a fair, orderly, and lawful manner.

XIX. Social Media and Digital Communications Policy

A. Purpose

The purpose of this policy is to preserve the integrity of Council proceedings, protect confidential information, ensure accurate public communication, and prevent misuse of meeting records or unofficial materials.

S. Official Communications

Official Village communications shall occur through authorized Village channels, including:

- The official Village website
- Official Village social media accounts
- Approved press releases
- Official meeting minutes adopted by Council

Council members shall not represent personal social media posts as official Village communications.

T. Prohibition on Posting Recordings or AI-Generated Content

No Council member shall post, publish, distribute, or share on a personal social media account:

- Audio or video recordings of Council meetings not released through official Village channels;
- Partial clips of meetings presented without full context;
- AI-generated, AI-transcribed, or unofficial transcripts of Council meetings;
- Draft or unapproved meeting minutes;
- Executive session information;
- Confidential or non-public Village information.

Only officially approved and adopted meeting minutes shall constitute the official record of Council proceedings.

U. Sharing Official Content

Council members may share or repost information that has been published through official Village channels, provided that:

- The content is not altered;
- The content is not selectively edited to misrepresent context;
- The post does not single out individual employees in a manner that shows favoritism, bias, or retaliation;

- The post does not include commentary that could reasonably be interpreted as speaking on behalf of the Village unless authorized.

V. Personal Accounts

When discussing Village matters on personal social media accounts, Council members:

- Shall clearly indicate they are expressing personal views;
- Shall not imply that their statements represent the official position of the Village unless authorized;
- Shall avoid publishing information discussed in executive session or otherwise confidential.

Council members may comply with the foregoing requirements by including disclaimers on their profile that they do not speak for the Village or Council as a whole.

W. Compliance with Law

This policy shall be applied in a manner consistent with:

- Ohio Open Meetings Act (ORC 121.22)
- Ohio Public Records Law (ORC 149.43)
- First Amendment protections
- Applicable ethics laws

XX. Gap Filling Terms And Interpretation

Any gaps or conflicts of law regarding The Rules of Council shall be interpreted and/or filled through the following priority Matrix:

1. Federal/State Constitutional and/or Statutory Provisions
2. These Rules
3. Robert's Rules of Order

Questions regarding interpretation of these Rules shall be directed to the Village Solicitor.