RULES OF VILLAGE COUNCIL

VILLAGE OF BREMEN, OHIO – 2026

Rule 1. Public Meeting

All official meetings of the Village Council are open to the public. All action by the council shall be taken at an open meeting.

Rule 2. Records

Most village records are public records and open to public inspection. Each elected official of the Village of Bremen may have a separate e-mail account attached to the Village of Bremen domain. The procedure for inspection of records and copies of records shall conform to current rules established under the Public Records Act.

Rule 3. Organizational Meeting

The organization of the council shall be conducted at the first meeting in January of each year, which shall be held at the first Council meeting of the year. President Pro Tempore of Council will set the committees.

Rule 4. Regular Meetings

Regular meetings of council shall be held in the council chambers on the second Monday of each month at 5:30 P.M. or at any time council deems necessary if legal notice is posted in a newspaper of general circulation. (ORC 731.46)

Rule 5. Special Meetings

Any meeting of council, other than a regular meeting is a special meeting, which may be called by the mayor, or on request of three members of council. A legal notice shall be posted in five locations throughout the village and shall state the subject matter to be discussed at the meeting. The legal notice shall conform to rules established by the current Open Meetings Act, and section 121 of the ORC.

Rule 6. Recessed Meetings

All legal meetings of the Village Council may be recessed to a specific time and place. A recessed regular meeting is a continuation of a regular meeting, and any regular or general business may be considered. A recessed special meeting is a continuation of the special meeting, and only the specific reason the meeting was originally called may be discussed.

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Rule 7. Executive Sessions

Executive Sessions may be called at such time and place as required and shall follow the procedures noted in the current Open Meetings Act, and pertinent sections of the ORC under section 121.

Rule 8. Quorum

A majority of elected council members constitute a quorum.

Rule 9. Roll Call

The mayor, or in the absence thereof, the President Pro Tempore of Council, shall take the chair at the hour appointed for Council to meet, and shall call the meeting to order. In the absence of a quorum, the members present may, by a majority, vote to take a recess, and cause the fiscal officer assistant to contact absent members. The time limit to wait for council members to arrive will be a maximum of thirty (30) minutes.

Rule 10. Temporary Chairman

In case of the absence of the Mayor and President Pro Tempore, the Senior Council member shall call the Council to order. The Senior Council member shall call the roll, and if a quorum is present, the council shall proceed to elect by majority vote a temporary chairman to conduct the meeting.

Rule 11. Mayor's Veto Power and Power to Vote

The mayor shall have no veto vote but shall, when there is a tie vote of members of council present, vote to break the tie, except, for voting when ORC calls for a majority, or 2/3 vote of the 6 members of council.

Rule 12. President Pro Tempore and Temporary Chairman Authority to Vote

President Pro Tempore may vote when serving as acting Mayor. A temporary chairman may also vote.

Rule 13. Order of Business

The business of council shall be conducted in the following order (see attachment of agenda)

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Rule 14. Minutes

Unless a reading of the minutes is requested by a member of council, they may be approved and accepted without reading if each member has been previously furnished a copy.

Rule 15. Motions

When a motion is made, it shall require a second before it can be acted upon.

Rule 16. Members' Duties and Privileges

Members addressing council shall confine themselves to the question under debate. No members shall be permitted to disturb or interrupt another member except by a call of order.

Rule 17. Limitation of Debate

No member shall be allowed to speak more than once on any subject until every member of council choosing to speak has spoken.

Rule 18. Committees

The following standing committees, consisting of three members each, are authorized: Committee on Administrative Process, Committee on Village Safety and Infrastructure, Committee on Financial Process, Committee on Park, Swimming Pool and Events. The Planning, Zoning and Property Maintenance Committee shall consist of five members as follows: Mayor, one councilman, zoning inspector, and three private citizens appointed by the mayor. Committee meetings will have a 15-minute grace period to contact any member not present and allow them to come to the meeting.

Rule 19. Meeting Agendas

An agenda for each regular and special meeting shall be prepared in advance and made available for council members at least two days prior to a council meeting. If Council, by a majority action, agrees to place additional items on the agenda at the request of the mayor, this shall be permitted. Agenda items for special meetings shall be included with the notice of the meeting.

Rule 20. Ordinances and Resolutions

Ordinances and Resolutions shall be prepared and passed following the rules established in the ORC.

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Rule 21. Spokesman for Council Matters

No personnel or employee of the Village shall serve in the capacity of official spokesman for council unless designated by council.

Rule 22. Procedure for Citizens to Address Council

Citizens wishing to address council shall follow the rules established by Ordinance 03-12-07.

BREMEN VILLAGE COUNCIL AGENDA

(DATE OF MEETING)

Pledge of Allegiance

Roll Call

Guests and Residents

Mayor's Report

Administrator's Report

Motion to approve prior Council Meeting Minutes

Ordinances and Resolutions

Council Committee Reports

Motion to approve committee minutes

Finance

Old Business

New Business

Executive Session

Adjourn

Council reserves the right to change the agenda order to facilitate the smooth flow of village business.