

VILLAGE OF PENINSULA, OHIO

RESOLUTION NO.: 01-2026

INTRODUCED BY: Mr Slacum

DATE PASSED: February 24, 2026

A RESOLUTION AMENDING THE VILLAGE OF PENINSULA RULES OF COUNCIL

WHEREAS, Section 731.45 of the Ohio Revised Code authorizes Council to determine its own rules; and

WHEREAS, in 2023, Council readopted Rules of Council governing the operations of Council and Councilmembers; and

WHEREAS, Council desires to amend the Rules of Council as specified herein.

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Peninsula, Summit County, Ohio, to wit:

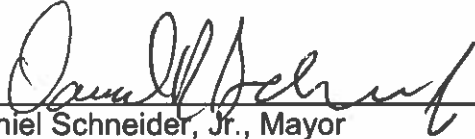
SECTION 1. That Council hereby amends the Rules of Council as set forth in the attachment hereto that is incorporated herein by reference.

SECTION 2. That all formal actions of this Council concerning and relating to the adoption of this Resolution were taken in an open meeting of this Council, and all deliberations of this Council or any of its committees that resulted in such formal action were taken in meetings open to the public and/or in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Resolution shall take effect and be in force as of the earliest date permitted by law.

IN WITNESS WHEREOF, we have hereunto set our hands this 24th day of February, 2026.

Passed:


Daniel Schneider, Jr., Mayor

Attest:


Katie Iaconis, Fiscal Officer

Approved as to Legal Form.


Bradric T. Bryan, Solicitor

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, do hereby certify that the foregoing Resolution was duly passed by the Council of the Village of Peninsula, at a meeting held on the 24th day of February, 2026.



Fiscal Officer

Posting Certificate

I, Katie Iaconis, Fiscal Officer of the Village of Peninsula, Summit County, Ohio, hereby certify that there is no newspaper published in the Municipality, and publication of the foregoing Resolution was made by posting true and accurate copies thereof at five of the most public places in the Village as previously determined by Council, each for a period of at least fifteen days, commencing on the 24th day of February, 2026, as follows:

1. Terry Lumber & Supply
2. Valley Fire District;
3. Peninsula Library & Historical Society;
4. Peninsula Village Hall Lobby; and
5. Peninsula Post Office.



Katie Iaconis, Fiscal Officer

VILLAGE OF PENINSULA RULES OF COUNCIL

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RULE 2	CORRESPONDENCE AND COMMUNICATIONS
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RULE 1 PUBLIC & OPEN MEETINGS

1. All official meetings of Village Council are and shall be open to the public and abide by the Open Meetings Act. (O.R.C. 121.22(C))
2. All action by Village Council shall be taken at an open session. (121.22(A))
3. Notwithstanding Section 1, Council may, from time to time, and under such circumstances allowed by law and as enumerated in Rule 8, adjourn to executive session. (O.R.C. 121.22(G))

RULE 2 CORRESPONDENCE AND COMMUNICATIONS

1. Each Member of Council is to recall that all correspondence and communications sent or received by or on behalf of the Member in the execution of the office shall be considered a PUBLIC RECORD, and a copy shall be preserved by the Member, or the Village, or both. (O.R.C. 149.43(A)(1); 149.011(A))
2. Each Member of Council is to recall that no correspondence or communication may be purged or destroyed except in accordance with the Rules governing the retention and destruction of Public Records. (O.R.C. 149.351)

RULE 3 MEETINGS

1. All meetings of Village Council are open to the public, and Council shall make provision to provide adequate space for the attendance of all persons wishing to attend. (O.R.C. 121.22(C))
2. All actions of Village Council shall be taken in an Open Session (O.R.C. 121.22(A)), and the ayes and nays of each vote shall be taken and included in the Record of Proceedings. (O.R.C. 733.27)
3. Regular meetings of Village Council shall be held in the Peninsula Village Hall on the second and fourth Tuesdays of each month, beginning promptly at 7 p.m. Council may approve an exception to the Peninsula Village Hall, should the building not be available, or to address other issues. (Pen. 121.01)
4. The second Regular Council Meeting (fourth Tuesday) of the month shall:
 - a. Be more informal, and be treated like a work session focused on planning, creating policies, processes, or procedures, discussing current or future projects, etc.
 - b. Not need to be attended by the Fiscal Officer, the Police Chief, or the Street Commissioner unless otherwise planned.
5. Special meetings of Village Council shall be called, as found to be necessary, upon either the request of the Mayor or upon the written demand of three Members of Council. Twenty-four hours' notice of such special meeting shall be given to each Member of Council. Any request for the calling of a Special Meeting shall include the matters to be considered, and the Notice of the calling of the Special Meeting shall include all such matters to be considered. (O.R.C. 731.46, 731.44; Pen. 121.02, 125.03)
6. The Mayor, as President of Council, shall preside at each meeting of Village Council (O.R.C. 733.24) and shall call the meeting to order at the time scheduled. In the absence of the Mayor, the President Pro-Tempore of Council shall perform such duties as are imposed upon the President. (O.R.C. 731.10). In the absence of both the Mayor and the President Pro-Tempore, the Clerk of Council or Solicitor shall call the meeting to order at the scheduled time. In such case, the first order of business

shall be the election of a temporary presiding officer selected by the Members of Council present. The person so selected shall conduct the meeting and relinquish those duties upon adjournment.

7. No business shall be conducted at any meeting of Village Council at which there is not a quorum of Members of Council present. In the absence of a quorum, the Members present may, by majority vote, recess and cause the Clerk of Council or Administrative Assistant to procure the attendance of absent Members. (O.R.C. 731.44)
8. The Fiscal Officer of the Village shall serve as Clerk of Council, and shall keep the minutes of the legislative authority, and preserve all of its ordinances and resolutions. (O.R.C. 733.262; Pen. 133.01)
9. All administrative staff and appointed officials, including the Village Solicitor, shall be seated at a designated staff table or tables or in the public gallery, and shall not be seated at the legislative table with Members of Council and the Mayor.
10. The Village Solicitor and all administrative staff may only address the Council as a body when formally recognized by the presiding officer (the Mayor or , if not present, the President Pro-Tempore) for a specific purpose such as a scheduled report, to answer a direct legal or administrative question posed by a member of Council or the Mayor, to correct inaccuracies in information discussed by Council, or to warn of legal issues. General participation or commentary outside of these conditions is not allowed.

RULE 4 ORGANIZATONAL MEETING

1. Immediately upon the Call to Order at the first Regular Meeting of Village Council in January of each year, the following shall occur:
 - a. New Members of Council shall be sworn in and acknowledge their oath if that has not already taken place.
 - b. Village Council shall select, by majority vote, the Member of Council who shall serve as President Pro-Tempore for that year.(ORC 733.10)
 - c. The Mayor shall nominate a Street Commissioner, and Council shall vote upon the nomination. Upon the consent of Village Council, by majority vote, the Street Commissioner shall immediately serve until a new Street Commissioner is selected, unless earlier removed from office pursuant to O.R.C. 735.31 or other applicable provision of the Ohio Revised Code. (O.R.C. 735.31)
 - d. If appropriate, Village Council shall select, by majority vote, the Member of Council who shall serve as a Member of the Village Planning Commission. The Member so selected shall immediately serve as Member of the Planning Commission as provided by law. (O.R.C. 713.01; Pen. 145.01)

- e. Council may create such standing and special committees as it sees fit. Such committees will meet in open meetings that follow the same requirements for Council meetings including official notice, quorum, and minute taking. Working and deliberating in committees ensures a more open and transparent organization.
- f. The President Pro-Tempore shall nominate such Council Liaisons as are appropriate. The Liaisons shall immediately undertake their responsibilities and serve until new Liaisons are selected, or until the role of Liaison is eliminated by majority vote of Village Council. (Village of Peninsula Council Rules and Guidelines for the Establishment, Appointment, and Responsibilities of Council Liaisons)
- g. The Mayor shall deliver, orally and in writing, a statement of the condition of the Village, along with a statement of any goals or plans for the year then beginning. (O.R.C. 733.41)

RULE 5 CONFLICTS OF INTEREST

- 1. No Member of Council shall vote, or solicit other Members to vote, on any matter on which the Member of Council has a Conflict of Interest.
- 2. The Ohio Ethics Law generally prohibits public officials from using their official positions for their own personal benefit or the benefit of their family members or business associates. The Law contains provisions regarding Conflicts of Interest that involve financial interests in public contracts, nepotism, post-employment activities, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that Council Members be prohibited from:
 - a. Authorizing or using their position to secure the authorization of any contract or appointment in which they, an immediate family member, or a business associate has a financial interest. An “immediate family member” is defined as a spouse, parent, grandparent, child, grandchild, sibling, or any other relative residing with the Council Member. A “business associate” is defined as a person or entity with whom or which the Council Person is acting together to pursue a common business purpose;
 - b. Accepting any gift, gratuity, favor, or other form of payment from a person or firm who is under contract with the Village, who is proposing to enter into a contract with the Village, or who otherwise provides any service or commodity to the Village at taxpayers’ expense;
 - c. Authorizing a contract or regulation that provides a particular and singular benefit to themselves or their personal or real property that is separate and apart from a benefit provided or regulation applicable to a group of persons, entities, or properties;

- d. Disclosing or using information that is deemed confidential by law; or
- e. Representing parties before any public body in a manner in which they were involved as a Council Person both during and for one year after leaving public service.
- f. Reference O.R.C. 102.03, 2921.42, 2921.43; Village of Peninsula Employee Handbook, Freedom from Conflicts of Interest, pp. 8, 9.

RULE 6 ORDER OF BUSINESS

1. A regular Village Council shall be transacted in accordance with the following agenda format:
 - a. Call to Order.
 - b. Roll Call.
 - c. Presentation of the Agenda, and Amendment, as appropriate.
 - d. Special Presentations, if any.
 - e. Consideration of the Record of Proceedings of the Prior Regular Meeting or any Prior Special Meeting.
 - f. Citizen Participation.
 - g. Mayor's Report.
 - h. Fiscal Officer Report (first meeting of the month)
 - i. Liaison and Committee Reports.
 - j. Solicitor's Report and Reading/Consideration of Pending Legislation.
 - k. Unfinished Business.
 - l. New Business.
 - m. Executive Session, if required.
 - n. Adjournment.
2. Citizen Participation shall be allowed for any person in attendance at the meeting according to the following rules:
 - a. Unless otherwise determined by Village Council each speaker shall be allowed up to three minutes to address Council as a whole or the Mayor on any issue of interest in the Village.
 - b. Speakers at the second Regular Meeting (fourth Tuesday) will be allotted up to 5 minutes to speak.
 - c. In respect to Council, and for purposes of maintaining a proper Record of Proceedings, each speaker shall first identify themselves by name and residence or business address, along with any business or organization affiliation.

- d. Speakers shall observe proper decorum and refrain from using obscenities, engaging in disrespectful conduct, or making personal attacks or insults.
- e. In respect to the speaker, the others in attendance, and the meeting agenda, there shall be no debate from Council during or immediately following the speaker's presentation, other than allowing for clarifying questions by Council or the Mayor.
- f. The speaker shall be thanked for their input and participation.
- g. It may be appropriate to return to the statement of the speaker, or the issues raised by the speaker later in the meeting or at a future meeting.

RULE 7 MAYOR'S AUTHORITY

- 1. The Mayor, as President of Council, shall preside at each Meeting and shall conduct the Proceedings as contained in these Rules, the Ordinances of the Village of Peninsula, and the Ohio Revised Code. (O.R.C. 733.24)
- 2. The Mayor shall be responsible for the decorum of the Meeting and ensure all Members of Council have the opportunity to fully participate in the debate and are treated fairly and respectfully by all present.
- 3. The Mayor shall have no vote or veto on any matter decided by Village Council, with the exception that if there is a tie vote, the Mayor shall be invited to cast the determining vote, in which case that vote shall have the same legal vote as a vote by any Member of Council. (O.R.C. 733.24)
- 4. The Mayor shall have no vote and shall not be permitted to cast the determining vote when the question before the Council is on a Nomination made by the Mayor.

RULE 8 EXECUTIVE SESSION

- 1. Council may meet in Executive Session for the consideration of any item permitted under the Ohio Revised Code. No formal action of any kind may be taken in any Executive Session. (O.R.C. 121.22(H))
- 2. The decision to adjourn to Executive Session shall be made by a roll call motion, duly seconded, with the ayes and nays and entry time recorded thereon. The Motion shall include a statement identifying the allowed statutory purpose of the Executive Session. The decision to terminate executive session shall be made by a roll call motion, duly seconded, with the ayes and nays and exit time recorded thereon. (O.R.C. 121.22(G))
- 3. If the purpose is to discuss "certain personnel matters," Council must further specify that that is to consider one of the following:

- a. Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official; or
 - b. Investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.
 - c. Such motion need not include the name of any person to be considered at the meeting.
4. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's duties or for the elected official's removal from office.
5. Village Council may, in its sole discretion, invite one or more persons to remain in the Chamber during the executive session.
6. Council Members and other participants in an Executive Session may not disclose, or use for personal profit, any information gathered as the result of an Executive Session. All information discussed in an Executive Session, except the general topic, shall be considered confidential.
7. An Executive Session shall not be recorded by any means or media.

RULE 9 ADJOURNMENT

1. A Motion to Adjourn shall always be in Order, unless Council is engaged in voting.
2. A Motion to Adjourn shall be decided without debate.

RULE 10 RECORD OF PROCEEDINGS

1. In the event Council, by majority vote, determines to correct errors in the Draft Record of Proceedings, the corrections shall be made accordingly.
2. Minutes shall be considered "full and accurate" only if they contain, at a minimum, the following codified elements:
 - a. Record of Legislative Action: The minutes must include a complete record of every motion, resolution and ordinance proposed, clearly identifying the member who made the motion and the member who seconded the motion.
 - b. Mandatory Roll-Call Votes: For every vote, the minutes shall record a clear, individual roll-call vote indicating the specific vote (Yea, Nay, Abstain, or Absent) for every member present. Summary language such as "all in favor" or "unanimous" without a roll-call record is prohibited.
 - c. Substantive Summary Discussion: The minutes shall provide a detailed, substantive summary of the key legal and policy points raised during any discussion of legislative business. Phrases such as "discussion was held" are prohibited.
 - d. Public Comment Record: The minutes shall include an accurate and substantive summary of all comments, questions, or concerns raised during any public comment period.

3. Upon adoption of the Record of Proceedings, the original document shall be signed by the Clerk of Council and Mayor and be placed in the Permanent Public Records of the Village. Promptly after adoption of the Record of Proceedings by Council, the approved Record of Proceedings shall be posted on the Village website with the draft designation removed.
4. All Village Council meetings shall be continuously audio recorded.
5. The unedited, raw audio recordings shall be posted to the official Village website or other publicly access site and/or official public media channel within 3 business days of the meeting.

RULE 11 MEETING PREPARATION

1. No later than 5 business days prior to a Regular Meeting of Village Council, the Clerk shall provide the following information to each member of Council, either electronically, or by hand delivery:
 - a. Meeting agenda
 - b. Legislation
 - c. Draft minutes from the previous meeting or meetings to be considered
 - d. For the first Regular Council meeting of the month, department head written reports (Street Commissioner, Zoning Officer, Police Chief, and Fiscal Officer)
 - e. Any other pertinent documents which may include documents requested by Council Members to be reviewed prior to the meeting.
2. All items enumerated in Paragraph 1 of this Rule shall, at or around the time of tender to Council, be posted on the Village Website and emailed to the list of persons who have requested such public information from the Administrative Assistant, unless an item is determined to be protected or exclusionary by the Village Solicitor per the ORC. In the case of such exclusion, the Clerk shall not email or post the objected to document(s).

RULE 12 COMMITTEES

Council, by majority vote, may appoint any Special or Standing Committee as they deem necessary to investigate, report, and make recommendations on any specifically designated subject. The chair of each Committee shall be a Member of Council, while the remaining committee members may come either from Council or the public at large, allowing only that any member must be qualified as an elector of the Village, as defined by law.

RULE 13 VOTES AND VOTING

1. Each Motion shall be introduced by a Member of Council, who shall clearly state the Motion and/or present to Council a written document stating the Motion. Once introduced by a Member of Council, it shall be determined whether there is a second to the Motion, before which there shall be no further discussion or debate of the Motion.
2. Once a Motion is made and seconded, it shall be stated by the Presiding Officer or Solicitor and shall be immediately open to discussion and debate, unless a Motion is made to withdraw it, amend it, or defer or delay the discussion and/or debate.
3. While a Motion, duly seconded, is before Council, Council shall not move to another matter, or consider another Motion, except that the following Motions shall be considered acceptable (in this order):
 - a. To Adjourn
 - b. To Lay the Motion on the Table
 - c. For the Previous Question
 - d. To Postpone Debate until a Certain further date
 - e. To Recommit, or Refer the matter to a Standing or Special Committee
 - f. To Amend; and
 - g. To Postpone Indefinitely
4. The Presiding Officer shall ensure each Member of Council has the opportunity to be heard upon the Motion. Each Member of Council is treated with respect and treats each Member of Council with respect, and the debate is limited to the question(s) under debate.
5. When, in the opinion of the Presiding Officer, Council has completed its discussion and debate upon the Motion, the Clerk shall call the roll and record the ayes and nays upon the Motion.
6. Each Member of Council present shall cast a vote, either aye or nay, and have that vote recorded by the Clerk, except under such circumstances as the Member of Council feels obligated to abstain.
 - a. In the event a Member of Council abstained from a vote, any Member of Council may challenge the abstention and request that the reasons for abstaining be placed upon the record.
 - b. In the event a majority of the Members of Council present disagree with the decision to abstain, the abstaining Member, after the recording of a majority of Council so stating, shall be required to record a vote of aye or nay.
 - c. In the event the Abstaining Member refuses to vote after a majority of Council so demands, Council may, by majority vote, hold the Abstaining Member in contempt of Council or Censure the Abstaining Member.
7. After the votes are recorded, the Presiding Officer or Solicitor shall announce whether the Motion has failed or succeeded, and such ruling shall be recorded in the Record of Proceedings, along with the ayes and the nays thereon.

RULE 14 SPOKESPERSON FOR COUNCIL MATTERS

No person, other than a duly authorized Member of Council determined by a majority vote of Council, shall serve in the capacity of official spokesperson for Council. This Rule shall specifically apply to, without limitation, administrative staff, employees, Members of any Committee(s) or Board(s) of the Village, the Mayor and Members of Council.

RULE 15 MEETING ATTENDANCE

1. A majority of the elected Members of Council shall be a quorum. (O.R.C. 731.44)
2. A Council Member being unable to attend a Meeting of Council shall notify the Mayor no later than 24 hours prior to the scheduled time of the meeting, except in an emergency. If 24 hours' notice is not given and no emergency exists, the Council Member's attendance will be noted as unexcused.
3. In addition to the Members of Council and the Mayor, the following persons shall attend each meeting of Council, unless excused:
 - a. The Fiscal Officer (except second Village Council meeting of the month)
 - b. The Administrative Assistant
 - c. The Chief of Police (except second Village Council meeting of the month); and
 - d. The Village Solicitor
4. A Member of Council wishing to resign the balance of the term for which they were elected shall submit a letter of resignation in writing to the Fiscal Officer. If the letter of resignation states the Council Member is not resigning immediately or contains a resignation date that is later than the date the resignation letter was submitted, Council may vote to accept the letter of resignation, and in that instance, the resignation shall be final as of the resignation date provided in the letter.
5. In the event that the current Pro-Tempore should be unable to serve, Council shall select, by majority vote, the Member of Council who shall as the new President Pro-Tempore. (O.R.C. 733.10)

RULE 16 TRAINING & ACCOUNTABILITY

1. All village Council Members, Mayor, Fiscal Officer, Administrative Assistant and all department heads shall take the Ohio Sunshine Law Training within 60 days of their term or employment, as well as filing a certificate of completion with Council.
2. Council Members and the Mayor are highly encouraged to attend in-person training, such as that provided by the Ohio Municipal League.
3. The Administrative Assistant shall provide a current copy the following printed materials to new council members within 30 days of taking office unless the member already has a copy or they choose to receive electronic copies:

- a. Village Officer's Handbook
- b. Ohio Sunshine Laws
- c. Peninsula Village Long Range Plan
- d. Peninsula Village Zoning Ordinances plus chapters on Short Term Rental fees and regulations
- e. Peninsula Village Master Plan/Downtown Plan
- f. Peninsula Village Employee Handbook