

# City of Plato

112 2<sup>nd</sup> Avenue NE  
PO Box 7  
Plato, MN 55370

## OPEN FORUM INSRUCTIONS/GUIDELINES

The Plato City Council welcomes ideas or comments from the public during its Open Forum section of the meeting. The Open Forum section is for comments from presenters that are not on the agenda.

1. Please sign-in on the Open Forum Sign-in sheet **BEFORE THE MEETING BEGINS**. Your name, address and the topic(s) of your comments will be included in the city council meeting minutes. The sign-in form will become part of the permanent record, as part of the council packet.
2. The Mayor will call you forward when it's your turn to speak.
3. You will be given a reasonable amount of time to address the Council, at the discretion of the Mayor. If there are multiple people present to speak during the Open Forum, you may be limited to 2 minutes.
4. The Mayor will end any presentation which either is or becomes redundant, irrelevant, or disrespectful to the Council, city staff or other residents.
5. Items brought forward during the Open Forum will NOT be acted upon during the current council meeting, unless it is determined the item cannot wait until a future meeting. The Council may direct staff to place an item for consideration at a future council meeting.