

Littleton City Council

Rules of Engagement

(Revised 5/2/2018)

1. **Be prepared:**
Prepare for our meetings. Ask questions to achieve clarity and if additional information is necessary, ask as early as possible.
2. **Be professional:**
Be professional with each other, the staff and the public. Be forthright, honest and transparent. Remember that we are always wearing our “Council hat”. Embrace the “Golden Rule”. Actively listen to each other try not to monopolize time.
3. **Do not make Assumptions:**
Do not assume a meaning or motive; listen and ask questions to clarify and understand. Strive to clearly articulate the basis of your thoughts and concerns.
4. **Keep an Open Mind:**
Be open-minded, flexible, cooperative and willing to compromise. Leave personal agendas out so we can get the best outcome possible. Do not surprise each other; provide a “heads up” whenever possible.
5. **Make wise Council decisions:**
Give fair consideration to all issues that come before the Council and remember that active debate is healthy and necessary. Once a decision is made, support the work of the body. Do not undermine that decision.
6. **Think Critically:**
Carefully analyze proposals; look with a “critical eye” for the strengths and weaknesses of all proposals. If you have any questions, ask staff to clarify. To achieve the best outcome, foster open communication among Council and staff.
7. **Value creative thinking and Innovation:**
Don’t be afraid to think outside of the box. Have honest conversations even when they are difficult. Remember that the most fruitful dialog requires the free-flow of ideas. Recognize that occasional levity or humor has a positive effect.
8. **Fulfill Council’s Fiduciary responsibility:**
Be responsible stewards of the public funds and ensure transparency and accountability in all that Council does.