

Littleton City Council

Rules of Teamwork

1. **Be prepared:**

We will prepare for our meetings. Ask questions to achieve clarity and if additional information is necessary, ask as early as possible.

2. **Be professional:**

We will be professional in our approach with each other, the staff and the public by honoring respect as a value. We shall be forthright, honest and transparent. We will remember our “council hat” is always on. Embody the “Golden Rule”. We will actively listen to each other and will not take more than our share of time.

3. **No Assumptions:**

We will not assume a meaning or motive, but rather listen and question to understand. When we speak, we will strive to clearly articulate the basis of our thoughts and concerns.

4. **An Open Mind:**

We agree to be open minded, flexible, cooperative and be willing to compromise. Try to get the best outcome possible and try to leave personal agendas out. We agree not to surprise each other and provide a “heads up” whenever possible.

5. **Council decisions:**

We agree to give fair consideration to all issues that come before the Council and that active debate is healthy and necessary. Once a decision is made, we agree to support the work of the body. We will not undermine that decision.

6. **Critical thinking:**

We agree to carefully analyze proposals; to look with a “critical eye” for the strengths and weaknesses of all proposals. We will ask staff to clarify when necessary. Open communication and dialogue are important among council and staff to achieve the best outcome.

7. **Creativity and Innovation:**

Don't be afraid to think outside of the box; we value creativity and innovation. We agree this requires council to have honest conversations even when they are difficult. This type of dialog requires we support each other. We also agree to maintain some level of levity or humor.

8. **Fiduciary responsibility:**

We agree to be responsible stewards of the public funds. Transparency and accountability are high values.