

**TOWN OF COLLBRAN, COLORADO  
RESOLUTION NO. 5  
SERIES OF 2018**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
COLLBRAN, COLORADO, ADOPTING A CODE OF CONDUCT FOR  
ELECTED OFFICIALS OF THE TOWN OF COLLBRAN

WHEREAS, the Town Board of Trustees represents the Town of Collbran and it is important to have a common understanding and guidance on how Board of Trustees members should treat one another, Town staff, constituents, and others with whom they come into contact; and

WHEREAS, the Collbran Board of Trustees desires to adopt a Code of Conduct for elected officials of the Town of Collbran to assist with that understanding and guidance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Collbran that:

1. The above recitals are hereby incorporated as findings by the Town of Collbran.
2. The Code of Conduct attached hereto as Exhibit A is hereby adopted for the elected officials of the Town of Collbran.
3. The Code of Conduct shall be reviewed by the Town Board of Trustees, or a committee thereof, no less frequently than annually.
4. The Code of Conduct shall be included in Board of Trustees's Rules of Procedure as an Appendix.

THIS RESOLUTION was read, passed, and adopted by the Collbran Board of Trustees at a regular meeting held this 10<sup>th</sup> day of July 2018.

TOWN OF COLLBRAN, COLORADO

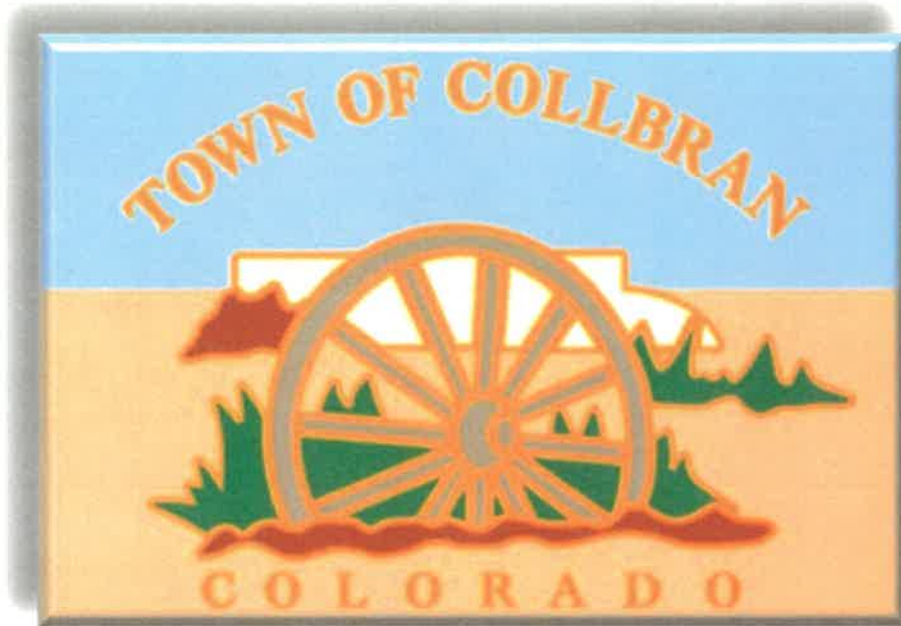
By: \_\_\_\_\_

Lew Evans, Mayor

ATTEST:

  
Town Clerk





## **CODE OF CONDUCT FOR Collbran Trustees**

Adopted by Board of Trustees  
Resolution No.5, Series of 2018

### **Town of Collbran Code of Conduct for The Board of Trustees**

The Three R's of Collbran Government Leadership: Roles, Responsibilities and Respect

The Municipal Code provides detailed information on the roles and responsibilities of Trustees, the Mayor Pro-Tem, and the Mayor. The Colorado Revised Statutes (CRS) provides guidance on ethical issues and questions of right and wrong. This document adds to the provisions of the Collbran Municipal Code and CRS to define and set forth a Code of Conduct for Collbran's the Board of Trustees.

This Code of Conduct is designed to describe the way Trustees should treat one another, town staff, constituents, and others they encounter when representing the Town of Collbran. It reflects the work of the Board of Trustees while defining more clearly the behavior, manners, and courtesies that are suitable for various occasions.

The constant and consistent theme through all the conduct guidelines is "respect." Trustees experience stress in making decisions that impact the lives of the citizens. At times, the impacts of the entire community must be weighed against the impact of only a few. Despite these pressures, the Board of Trustees are called upon to exhibit appropriate behavior at all times. Demonstrating respect for everyone through words and actions is the touchstone that can help guide Trustees to do the right thing in even the most difficult situations.

## **Overview of Roles & Responsibilities**

Other resources that are helpful in defining the roles and responsibilities of the Board of Trustees can be found in the Collbran Municipal Code and in the Handbook for Municipal Officials, published by the Colorado Municipal League.

### **Mayor**

- Elected at large by a majority vote of the electorate in a general municipal election
- Recognized as head of the Town Government for all ceremonial and legal purposes and executes and authenticates legal instruments requiring the Mayor's signature as such official.
- Preside over meetings of the Board of Trustees.
- Has same speaking and voting rights as any other member
- Supports the Trustees as an effective, cohesive working team.  
(Collbran Municipal Code, Chapter 4.02, Section 4.02.020).

### **Mayor Pro-Tem**

- At its first meeting following a regular Municipal election, the Board of Trustees shall choose one (1) of the Trustees as Mayor Pro-Tem
- Acts as Mayor during the absence of the Mayor with all powers granted to the Mayor by Municipal Code  
(Collbran Municipal Code, Chapter 4.02, Section 4.02.040).

### **All Trustees**

All members of the Board of Trustees, including the Mayor and Mayor Pro-Tern, have equal votes. No Trustee has more power than any other Trustee, and all should be treated with equal respect.

All Trustees should:

- Fully participate in Board of Trustees meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Collbran government.
- Provide contact information to the Town Clerk for use in the event of an emergency or an urgent situation when Trustee is out of town.
- Demonstrate honesty and integrity in every action and statement.
- Participate in scheduled activities.

## **POLICIES & PROTOCOL RELATED TO CONDUCT**

### **Ceremonial Events**

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Board of Trustees. If yes, then the Mayor Pro-Tem will be recommended to serve as the substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Trustees at their homes are presumed to be for unofficial, personal consideration.

### **Correspondence Signatures**

Trustees do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Trustee meetings. Town staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor or the appropriate Town staff. If correspondence is addressed only to one Trustee, that correspondence will be shared with the rest of the Trustees.

### **Endorsement of Candidates**

Trustees have the right to endorse candidates for all Trustee seats or other elected offices. It is inappropriate to mention endorsements during Trustee meetings or other official Town meetings or functions.

### **Intergovernmental Relations**

The Board of Trustees values intergovernmental relations with neighboring communities and other entities. As a result, Trustees should make a concerted effort to attend scheduled meetings with other entities to further promote intergovernmental relations.

### **Legislative Process**

The Town loosely follows Roberts Rule of Order for meeting management.

### **Public Meeting Hearing Protocol**

The Mayor will open the public hearing. The applicant or appellant shall have the right to speak first. The Mayor will determine the length of time allowed for this presentation. Staff will make initial comments and/or presentation. Speakers representing pro points of view will be allowed to follow. Speakers representing opposing points of view will then follow. The Mayor will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The Mayor will then ask the Trustee if any issues need clarification before the public hearing is closed.

The Mayor has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process to make the meeting run smoothly. Trustees will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Trustees are not appropriate until after the close of the public hearing. Trustees should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view. The Mayor shall direct public testimony and discussion to the Board of Trustees instead of staff, when appropriate.

Main motions may be followed by amendments, followed by substitute motions. Any Trustee can call for a point of order. Only Trustees who voted on the prevailing side may make motions to reconsider.

### **Travel Expenses**

The purpose of this regulation is to establish the policies and procedures for Trustees who travel on official Town business either in-state or out-of-state. Such travel shall include attendance at conferences, seminars, and training sessions on behalf of the Town. The Town shall pay reasonable expenses for registration fees, lodging, meals, transportation, and all allowable miscellaneous expenses for the Trustee only. All travel expenses will be handled in the same manner and consistent with the provisions within the Town's Personnel Handbook.

### **TRUSTEE CONDUCT WITH ONE ANOTHER**

The Board of Trustees is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Trustee may "agree to disagree" on contentious issues.

### **In Public Meetings**

- Practice civility, professionalism and decorum in discussions and debate difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Trustees to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Trustees should conduct themselves in a professional manner at all times, including dress.
- Honor the role of the Mayor in maintaining order it is the responsibility of the Mayor to keep the comments of Trustees on track during public meetings. Trustees should honor efforts by the Mayor to focus discussion on current agenda items. If there is disagreement about the agenda or the Mayor's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- Avoid personal comments that could offend other Trustees. If a Trustee is personally offended by the remarks of another Trustee, the offended Trustee should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Trustee to justify or apologize for the language used. The Mayor will maintain control of this discussion.
- Demonstrate effective problem-solving approaches. Trustees have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.
- Be punctual and keep comments relative to topics discussed, Trustees have made a commitment to attend meetings and partake in discussions. Therefore, it is important that Trustees be punctual and that meetings start on time. It is also important that discussions be relevant to the topic at hand to allow reasonable time for full discussion.

## **In Private Encounters**

- No more than two Trustees shall meet with private parties in conformance with the Colorado Open Meetings Act.
- Continue respectful behavior in private. The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- Be aware of the insecurity of written notes, voicemail messages, and e-mail. Technology allows words written or said without much forethought to be distributed wide and far. How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.
- Even private conversations can have a public presence. The Board of Trustees are always on display - their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

## **TRUSTEE CONDUCT WITH TOWN STAFF**

Governance of a Town relies on the cooperative efforts of the Board of Trustees who set policy and staff who implement and administer the Trustee's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by everyone for the good of the community.

- Treat all staff as professionals. Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
- Generally, communications by members of the Trustees should be made to the Town Administrator and contact to specific town staff should be limited. Members of the Board of Trustees do not direct staff functions or operations. Questions for town staff and/or requests for additional background information should be directed to the Town Administrator and/or the Town Attorney. The Town Administrator should be copied on or informed of any request directed to staff.

Requests for follow-up or directions to staff shall be made through the Town Administrator or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Trustees should ask the Town Administrator for direction. Materials supplied to a Trustee in response to a request will be made available to all members of the Board of Trustees so that all have equal access to information.

- Do not disrupt Town staff from their jobs. Trustees should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions to have their individual needs met.
- Never publicly criticize an individual employee. Trustee should never express concerns about the performance of a Town employee in public, to the employee directly or their supervisor. Comments about staff performance should only be made to the Town Administrator through private correspondence or conversation.

- Do not get involved in administrative functions. Trustees must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits. The Town Municipal Code, Article III, Section 3.10, also contains information about the prohibition of Trustee interference in administrative functions.
- Check with Town staff on correspondence before acting. Before sending correspondence, Trustees should check with Town staff to see if an official Town response has already been sent or is in progress.
- Do not attend meetings with Town staff unless requested by staff. Even if the Trustee does not say anything, the Trustee presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

Requests for additional staff support - even in high priority or emergency situations -- should be made to the Town Administrator who is responsible for allocating Town resources to maintain a professional, well-run Town government.

## **TRUSTEE CONDUCT WITH THE PUBLIC**

### **In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Trustees toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- *Be welcoming to speakers.* Speaking in front of Trustee can be a difficult experience for some people. Some issues the Trustee undertakes may affect people's daily lives and homes. Some decisions are emotional. The way that Trustee treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.
- *Be fair and equitable in allocating public hearing time to individual speakers.* The Mayor will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Trustee requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

- *Give the appearance of active listening.* It is disconcerting to speakers to have Trustees not look at them when they are speaking. It is fine to look down at documents or to make notes but reading for a long period of time gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

- *Ask for clarification but avoid debate and argument with the public.* Only the Mayor - not individual Trustees -- can interrupt a speaker during a presentation. However, a Trustee can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Trustee finds disturbing.

If speakers become flustered or defensive by Trustee questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Trustees to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Trustees' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- *No personal attacks of any kind, under any circumstance.* Trustees should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- *Follow parliamentary procedure in conducting public meetings.* The Town Attorney serves as advisory parliamentarian for the Town and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Mayor, subject to the appeal by the full Board of Trustees.

### **In Unofficial Settings**

- *Make no promises on behalf of the Trustee.* Trustees will frequently be asked to explain a Trustee action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to promise Trustee action overtly or implicitly, or to promise Town staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).
- *Make no personal comments about other Trustees.* It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Trustees, their opinions, and actions.
- *Remember that Collbran is a small community.* Trustees are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper behavior in the Town of Collbran. It is a serious and continuous responsibility.

### **TRUSTEE CONDUCT WITH OTHER PUBLIC AGENCIES**

- *Be clear about representing the Town or personal interests.* If a Trustee appears before another governmental agency or organization to give a statement on an issue, the Trustee must clearly state: If his or her statement reflects personal opinion or is the official stance of the Town; whether this is the majority or minority opinion of the Trustee. Even if the Trustee is representing his or her own personal opinions, remember that this still may reflect upon the Town as an organization.

If a Trustee is representing the Town, the Trustee must support and advocate the official Town position on an issue, not a personal viewpoint.



If a Trustee is representing another organization whose position is different from the Town, the Trustee should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Trustees should be clear about which organizations they represent and inform the Mayor and the other Trustees about their involvement.

- *Correspondence also should be equally clear about representation.* Town letterhead may be used when the Trustee is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

It is best that Town letterhead not be used for correspondence of Trustees representing a personal point of view, or a dissenting point of view from an official Trustee position.

## **TRUSTEE CONDUCT WITH TOWN BOARDS OR COMMISSIONS**

The Town may establish Boards or Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Board of Trustees. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

*When attending a Board or Commission meeting, only express personal opinions.*

Trustees may attend any Board or Commission meeting, which are always open to any member of the public. However, if the Board or Commission is conducting a public hearing, the Trustee shall remove themselves from the proceedings. Trustees should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Trustee at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Board of Trustees. Also, a Trustee's presence may affect the conduct of the Board or Commission and limit their role and function.

- *Limit contact with Board and Commission members.* It is inappropriate for a Trustee to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. Trustees should contact staff to clarify a position taken by the Board or Commission.
- *Remember that Boards and Commissions serve the community, not individual Trustees.* The Board of Trustees appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Trustee. But Board and Commission members do not report to individual Trustees, nor should Trustees feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."
- *Be respectful of diverse opinions.* A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Board of Trustees with advice based on a full spectrum of concerns and perspectives. Trustees must be fair and respectful of all citizens serving on Boards and Commissions.
- *Keep political support away from public forums.* Board and Commission members may offer political support to a Trustee, but not in a public forum while conducting official

duties. Conversely, Trustees may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Trustee.

## **TRUSTEE CONDUCT WITH THE MEDIA**

Trustees may be contacted by the media for background and quotes.

- *The best advice for dealing with the media is to never go "off the record"*. Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.
- *The Mayor is the official spokesperson*. The Mayor is the designated representative of the Board of Trustees to present and speak on the official Town position. If an individual Trustee is contacted by the media, the Trustee should be clear about whether their comments represent the official Town position or a personal viewpoint.
- *Choose words carefully and cautiously*. Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **SANCTIONS**

- *Public Disruption*. Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Trustees meeting room.
- *Inappropriate Staff Behavior*. Trustees should notify the Town Administrator about any Town staff that fail to follow proper conduct in their dealings with Trustees, other Town staff, or the public. These employees may be disciplined in accordance with Collbran Employee Handbook.
- *Trustees Behavior and Conduct*. Board of Trustees members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Trustee. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Board of Trustees.

Trustees should point out to the offending Trustee infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem.

It is the responsibility of the Mayor to initiate action if a Trustee's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Board of Trustees in a public meeting.

If violation of the Code of Ethics or Code of Conduct is outside of the observed behaviors by the Mayor or Trustees, the alleged violation should be referred to the Mayor. The Mayor should ask the Town Administrator and/or the Town Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Board of Trustees to consider in a public meeting; or forming a Trustee ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Trustee consideration.

## **PRINCIPLES OF PROPER CONDUCT**

Proper conduct IS ...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT ...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

### **It all comes down to respect**

Respect for one another; respect for the validity of different opinions; respect for the process respect for the community that we serve.

## **CHECKLIST FOR MONITORING CONDUCT**

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are the motives and purposes behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?

- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## **HOW GOVERNING BODY MEMBERS CAN GOVERN BETTER**

The following is taken from the Colorado Municipal League and is reprinted from the League of Kansas Municipalities' brochure, "Suggestions for Successful Public Service"

Governing is more of an art than a science. There are no ultimate answers on how to govern; different approaches are to be expected, and probably desired. However, there do seem to be some fundamentals. The suggestions that follow range from practical, common sense fundamentals to those more philosophic and theoretical. These tips for successful and effective public service are intended to assist elected officials as they perform their duties and responsibilities. While most suggestions relate to individuals, others apply to the whole governing body. These two applications, however, are interdependent - the capacity of a governing body to govern effectively depends on the collective capacities of at least a majority of its membership. These suggestions are not in any particular order, and not all are universally accepted. All of them, however, are worth consideration by anyone who would serve the public through an elective local office.

1. Learn all you can about your town, its history, its operation, its financing. Do your homework. Know your town ordinances. Dust off your comprehensive plan.
2. Devote sufficient time to your office and to studying the present and future problems of your community.
3. Don't burn yourself out on the little things but recognize that they are often important to the public. Save some energy - and time - for the important matters.
4. Don't act as a committee of one; governing a town requires team effort - practically and legally.
5. Don't let honest differences of opinion within the governing body degenerate into personality conflicts.
6. Remember that you represent all the people of your community, not just neighbors and friends. Be wary of personal experiences coloring your public decisions.
7. Take budget preparation seriously, for it determines what your town does or does not do for the coming year and will also influence what happens in future years.
8. Establish policy statements. Written policy statements let the public, and the town staff, know where they stand. They help the governing body govern and writing them provides a process to develop consensus.
9. Make decisions based on public policy and be consistent. Treat similar situations similarly and avoid favoritism.

10. Focus your attention on ways to prevent problems, rather than just trying to solve them as they occur. Filling potholes is one approach to governing; developing plans to prevent them is more important.
11. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the community, and you may be hearing from the wrong people.
12. Don't rush to judgment. Few final actions must be taken at the first meeting at which they are considered. Avoid "crisis management."
13. Don't be afraid of change. Don't be content to just follow the routine of your predecessors. Charge your appointed officers and employees with being responsible for new ideas and better ways. Listen to what they have to say.
14. Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing and damaging to tell a person something which is wrong.
15. As an individual, even if you are the mayor, don't make promises you can't deliver! Most decisions and actions require approval of the governing body, and this takes a majority vote.
16. Remember that you have legal authority as a governing body member only when the governing body is in legal session.
17. Don't spring surprises on your fellow governing body members or town staff, especially at formal meetings. If a matter is worth bringing up for discussion, it's worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, but they tend to erode the "team" approach to governance.
18. Participate in official meetings with the dignity and decorum fitting those who hold a position of public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.
19. Conduct your official public meetings with some formality and follow rules of procedure. Have an agenda and follow it. Most governing body members agree that formal meetings expedite the process and promote better decision making.
20. Don't be afraid to ask questions, it is one of the ways we learn. But do your homework by studying agenda material before meetings.
21. Vote yes or no on motions. Abstaining on a vote should only be used when you have a conflict of interest and not because you are uncomfortable deciding. A pass does not relieve you of responsibility when some decision must be made.
22. Once a majority decision of the governing body has been made, respect that official position and defend it if needed, even if you personally disagreed.
23. Respect the letter and intent of the open meetings law, but also keep private and confidential matters to yourself. Don't gossip.
24. Retain competent, key employees, pay them well, trust their professional judgment, and recognize their authority and responsibilities.
25. Don't bypass the system! Stick to policy making and avoid personal involvement in the day-to-day operations of the municipality.

26. Don't let others bypass the system. Insist that people such as equipment or service suppliers work with your town staff. If direct contact with governing body members is necessary, it should be with the governing body as a whole, or a committee, and not on a one-on-one basis.
27. Don't shift blame to the staff or employees when they are following your policies or decisions.
28. Look for constructive responses instead of just saying no. The right question may be "How can we do this?" instead of "May we do this?" Be positive!
29. Learn to evaluate recommendations and alternative courses of action. Request that your staff provide options. Encourage imaginative solutions.
30. Avoid taking short-term gains at the expense of long-term losses. Be concerned with the long-term future of the town.
31. In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone can't be a winner.
32. Remember that cities are for people! Be concerned with the total development - physical, economic, and social - of your community.
33. Don't act as if the town operates in a vacuum. Municipalities must work within the intergovernmental system to be effective. Keep in contact and cooperate with your federal, state, county, special districts, and schools.
34. Know your neighbors. Get to know the officials of neighboring and similar size cities. Visit other cities, particularly those with a reputation of being well run.
35. Learn to listen- really listen- to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.
36. Keep your constituents informed and encourage citizen participation.
37. Be friendly and deal effectively with the news media. Make sure what you say is what you mean. Lack of good communication, with the media and the public, can be a major problem for municipal officials.
38. Remember that what you say, privately and publicly, will often be news. You live in a glass house. Avoid over-publicizing minor problems.
39. Expect, and respect, citizen complaints. Make sure that your governing body members and your town have a way to deal effectively with them. Have a follow- up system.
40. Be careful about rumors. Check them out. Help squelch them when you know they are false.
41. Appoint citizen advisory committees and task forces when you need them but be prepared to follow their advice if you use them.
42. Take care in your appointments to boards and commissions. Make sure they are willing and capable as well as representative of the whole community.
43. Seek help. Use manuals, guides, and other technical assistance and information available from the Colorado Municipal League and other agencies. Attend workshops and conferences put on for the benefit of you and your town.

44. Pace yourself. Limit the number of meetings you attend. Set some priorities, including the need to spend time with your family. Recognize that life- and the town - is dependent on a lot of things you have little control over.
45. Establish some personal goals and objectives. What do you want to help accomplish this year? Next year?
46. Help develop some short-term and long-term goals and objectives for your town and check your progress at least every six months.
47. Similarly, help your town develop a vision of the future.
48. Focus on the future and strive to leave your town better than that which you inherited as an elected official.
49. Be a leader, as well as part of the team of elected and appointed officials who were selected to make your town an even better place to live.
50. At least once a year, schedule a governing body discussion about how you are governing. Review the processes and procedures. Sit back and ask, "How are we doing, and can we do things better?"
51. Be enthusiastic about your public service and the privilege you have, and let the public know it. But maintain your sense of humor. Don't take yourself or the business of government so seriously that you don't enjoy it. Governing should be fun as well as a rewarding experience.
52. Celebrate! Always focusing on problems and issues may lead you, the governing body, and the public, to believe that nothing positive ever happens. Good things do happen. Let the public share your successes.