

RESOLUTION NO. 216

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
ESTABLISHING A SISTER CITIES COMMITTEE, DEFINING ITS DUTIES AND
IDENTIFYING ITS MEMBERSHIP, ORGANIZATION, AND OPERATIONS**

WHEREAS, the citizens of University Place have a desire to learn more about people of other cities through the world and enhance international communication and understanding; and

WHEREAS, the citizens of University Place wish to encourage educational cultural, trade, economic development, tourism, technical, governmental, and other kinds of exchanges to help acquaint themselves with the diverse peoples of the world; and

WHEREAS, the City Council wish to provide citizens of University Place with opportunities to give service to and derive benefit from community projects of international scope; and

WHEREAS, each sister city relationship of University Place should be based upon common interest and characteristics important to both University Place and the sister city;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE HEREBY RESOLVES:

Section 1. Sister Cities Committee. There is hereby established a Sister Cities Committee for the City of University Place.

Section 2. Duties and Responsibilities. The general duties and responsibilities of the Sister Cities Committee shall be as follows:

- A. The powers and duties of the Sister City Committee generally shall be to recommend to the City Council the policies and objectives for the overall sister cities program.
- B. Develop and recommend to the City Council criteria, objectives and guidelines for the selection of sister cities.
- C. Plan, develop, promote, and coordinate sister city activities, including but not limited to visits of individuals and exchanges of delegations or individuals; educational and informational exchanges and events with sister city communities, their nations, and their cultures.
- D. Develop a comprehensive work plan showing the activities of the Committee, showing how the activities of the Committee will further the objectives of the sister city program; and indicating how the Committee plans to fund its activities in the future.
- E. Review proposals from individual associations or other institutions for joint programs and assist in effective coordination of such activities, when applicable.
- F. Explore the funding needs and conduct fund raising for sister city activities and programs.

Section 3. Committee Membership. The membership of the Sister Cities Committee shall be as follows:

- A. In order to assure that sister city affiliations genuinely reflect the community and are managed by citizens with the willingness to participate to the task, there shall be no fixed membership to the Sister Cities Committee and the number of members should be dictated by the number of people who are interested in sister city functions or activities, with the understanding that not all such members will be interested or involved with all such functions or activities. The members should not be restricted to only residents of the City.

B. The City Council may appoint up to three Councilmembers to serve as liaison to the Sister Cities Committee. Councilmembers shall serve as ex-officio members with full voting privileges.

C. The City Clerk shall be a non-voting ex-officio member of the Committee and shall provide staff representation.

D. There is no need for any formal appointment to the Sister Cities Committee, nor would any membership be tied to a particular term of office.

Section 4. Committee Organization. The organization of the Sister Cities Committee shall be as follows:

A. At the first meeting of the Committee, its members shall organize by election from the members of the Committee a chairperson, vice-chairperson, and such other officers as may be determined by the Committee.

B. It shall be the duty of the chairperson to preside at all meetings. The vice-chairperson shall perform this duty in the absence of the vice-chairperson. In the event of the absence of both the chairperson and the vice-chairperson, the Committee shall select a chair pro tem for that meeting.

C. A quorum of the Committee will be members that are in attendance at a regularly called meeting.

Section 5. Committee Meetings. The Committee shall set its own meeting dates and shall give notice of such meetings in compliance with the Open Public Meetings Act of the State of Washington.

Section 6. Subcommittees of the Committee. The Committee may organize into subcommittees in order to achieve its purpose. The chairpersons of these subcommittees shall be members of the Committee. Additional persons may be recruited to serve on the subcommittees.

Section 7. Reports and Recommendations to City. The Sister City Committee shall report to the City Council from time to time, including the submission of an annual report detailing its work and activities and expenditure of funds, and shall report to the City Council not less than once per year and more often as requested by the City Council.

Section 8. Funding. The City of University Place may provide financial support from its annual operating budget to the Sister City Committee for its work and activities. The Committee may also accept and raise other funds for its work and activities, which funds shall be deposited with and accounted for separately by the City.

Section 9. Exploration of Tax Exempt Status. The Sister City Committee may evaluate the feasibility and desirability of the eventual formation of a separate nonprofit, tax-exempt organization. Such evaluation shall be conducted and presented with recommendations to the City Council at no particular time.

Section 10. Effective Date. This Resolution shall become effective immediately upon its adoption.

ADOPTED BY THE CITY COUNCIL ON MAY 3, 1999.


Debbie Klosowski, Mayor

Attest:


Susan Matthew, City Clerk