

RESOLUTION NO. 2020-102

**RESOLUTION AUTHORIZING CITY MANAGER TO EXECUTE A
MEMORANDUM OF UNDERSTANDING BETWEEN FOREST
GROVE/CORNELIUS CHAMBER OF COMMERCE, THE CITY OF FOREST
GROVE, AND THE CITY OF CORNELIUS OUTLINING A FRAMEWORK FOR
SISTER CITY RELATIONSHIPS**

WHEREAS, the Forest Grove's 30-year Sister City relationship with Nyuzen, Japan, is one of the longest in the State of Oregon; and

WHEREAS, the Sister City Committee is a committee of the Forest Grove/Cornelius Chamber of Commerce; and

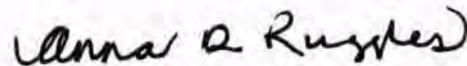
WHEREAS, the Committee wishes to formalize a foundational framework by which the successful relationship with Nyuzen was achieved and to enable future changes in an orderly way.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council authorize the City Manager to execute a memorandum of understanding between the Forest Grove/ Cornelius Chamber of Commerce, the City of Forest Grove, and the City of Cornelius outlining a framework for Sister City relationships.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of November, 2020.



Anna Ruggles, City Recorder

APPROVED by the Mayor this 9th day of November, 2020.



Peter B. Truax, Mayor

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MEMORANDUM OF UNDERSTANDING

Between Parties:

The Forest Grove / Cornelius Chamber of Commerce

The City of Forest Grove

The City of Cornelius

Preamble

The Forest Grove / Cornelius Chamber of Commerce, the City of Forest Grove and the City of Cornelius (Parties) enter into this Memorandum of Understanding (MOU) for the management of Sister City relationships between the Parties and officially recognized cities of other nations that desire a mutual relationship with the Parties in the State of Oregon, a state of the United States of America.

The Parties agree this relationship is for promoting good will and cultural understanding with peoples of other countries for the mutual benefit of all concerned. The Parties further agree that the terms of this MOU are non-binding, but support will be provided in as much as resources are reasonably available by the Parties.

The Parties further agree a Sister City relationship established by one City does not bind the other City for support. If both Cities mutually agree that a designated Sister City relationship is in the interests of both Cities, then support will be mutually agreed upon. For the City of Forest Grove and the City of Cornelius (Cities), this support is contingent upon their respective City Council approval. For The Forest Grove / Cornelius Chamber of Commerce (Chamber), this support is contingent upon approval by the Board of Directors.

Terms

A. Sister City Relationship

1. Establishing a Sister City Relationship – it is the expressed purview of the Cities to seek, select and establish an official relationship between their respective Cities and a city from another nation.
2. Management of Sister City Relationship - the Cities will work collaboratively with the Chamber's Sister City Committee to manage the exchange of delegations and all related travel, activities, events, educational venues and fundraising efforts.

B. Chamber Responsibilities

1. The Chamber will organize and support a Sister City Committee(s) with the expressed purpose of managing and facilitating any Sister City relationships that the Cities establish.
2. The Chamber will establish and maintain Bylaws and Administrative Instructions for the Sister City Committee(s). These Bylaws and Administrative Instructions will be coordinated with the respective Cities for accuracy and approved by the Chamber Board of Directors.
3. The Chamber will maintain the funds of the Sister City Committee in accordance with the Chamber's Bylaws and Operating Policy and provide a record of the budget and balance statement to the Cities on a quarterly basis.
4. The Chamber will solicit Chamber membership support for the Sister City activities and events in keeping with the Chamber's mission of community service.
5. If the Sister City Committee obtains membership in the Sister City International organization, the Parties will fund a proportional share of the annual membership dues, i.e., Chamber 1/3; City of Forest Grove 1/3; City of Cornelius 1/3.
6. The Chamber's Sister City Committee will be responsible for the following:
 - i. Recommending exchange visit themes.
 - ii. Planning adult and student delegation exchange visits including all activities, events, education and logistics.
 - iii. Planning travel for student delegation exchange visits.
 - iv. Adult and student delegation member application reviews and selection recommendation.
 - v. Organizing and conducting any fundraising events in support of student delegations.

C. Cities Responsibilities

1. The Cities will establish official Sister City relationships with cities of other nations.
2. The Cities will:
 - i. Review for accuracy the Sister City Bylaws, Administrative Instructions and Budgets.
 - ii. Approve adult delegation exchange themes.
 - iii. Approve recommended selection of adult delegation members.
 - iv. Approve funds in accordance with paragraph C.3.
3. The Cities will provide budgeted funds in support of official adult and visiting student delegations, activities and events related to established Sister City relationships. The Cities will fund:

- i. The travel of any City elected official or staff member selected to be a member of an adult delegation.
 - ii. Any official gift to be presented to a Sister City or as part of an official adult delegation. Official gifts shall not exceed \$150 per Party and may be the sole expense of the Party or shared between the Parties, subject to agreement of the Parties.
 - iii. Transportation for visiting adult Sister City delegations once they arrive in Portland, Oregon.
 - iv. If the Sister City Committee obtains membership in the Sister City International organization, the Parties will fund a proportional share of the annual membership dues for Sister City International, i.e., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3.
4. The Cities will provide a staff liaison to the Sister City Committee to attend meetings and provide administrative support for official functions as outlined below:
- i. Travel arrangements for official adult delegation exchanges.
 - ii. Posting of exchange visit activities and events on the Cities' websites.
 - iii. Posting a link to the Sister Committee meetings, agenda and minutes to the Cities' websites.
 - iv. Purchase of official gifts.
 - v. Official invitations for adult delegation exchange activities and events.

Agreed to and approved by:

_____ Date: _____
 President, Board of Directors
 The Forest Grove / Cornelius Chamber of Commerce

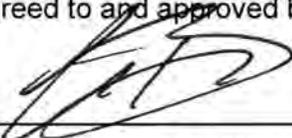

 _____ Date: November 9, 2020
 Jesse VanderZanden, City Manager
 The City of Forest Grove

_____ Date: _____
 City Manager
 The City of Cornelius

Resolution No. 2021-03

- i. The travel of any City elected official or staff member selected to be a member of an adult delegation.
 - ii. Any official gift to be presented to a Sister City or as part of an official adult delegation. Official gifts shall not exceed \$150 per Party and may be the sole expense of the Party or shared between the Parties, subject to agreement of the Parties.
 - iii. Transportation for visiting adult Sister City delegations once they arrive in Portland, Oregon.
 - iv. If the Sister City Committee obtains membership in the Sister City International organization, the Parties will fund a proportional share of the annual membership dues for Sister City International, i.e., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3.
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- i. Travel arrangements for official adult delegation exchanges.
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 - iii. Posting a link to the Sister Committee meetings, agenda and minutes to the Cities' websites.
 - iv. Purchase of official gifts.
 - v. Official invitations for adult delegation exchange activities and events.

Agreed to and approved by:



Date: 2/4/2021

President, Board of Directors

The Forest Grove / Cornelius Chamber of Commerce

Date: _____

City Manager

The City of Forest Grove



Date: 1-6-2021

City Manager

The City of Cornelius



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	7.
MEETING DATE:	11/9/20
FINAL ACTION:	Reso 2020-102

CITY COUNCIL STAFF MEMORANDUM

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: November 9, 2020

SUBJECT TITLE: Sister City Memorandum of Understanding

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

BACKGROUND: In the fall of 2019, the Sister City Committee developed a set of bylaws and administrative instructions that would capture the experiences and historical knowledge of the City's 30-year relationship with Nyuzen, Japan. The Sister City Committee is a committee of the Forest Grove / Cornelius Chamber of Commerce, a 503(c)(6) non-profit organization. The bylaws and administrative instructions were incorporated into the Chamber's governing documents by the Board of Directors on September 21, 2020.

CURRENT STATUS: In order to clarify the roles and responsibilities for Sister City relationships, a Memorandum of Understanding (MOU) was drafted between the Chamber and the Cities that delineates the current understanding of how sister cities are administered and to provide flexibility for how they are administered in the future. This MOU is non-binding, however, it does provide a shared understanding of expectations and a framework for future changes if they occur.

Forest Grove's 30-year Sister City relationship with Nyuzen is one of the longest in the State of Oregon. The Committee wishes to memorialize this success by formalizing a foundational framework by which this success was achieved and to enable changes in an orderly way.

STAFF RECOMMENDATION: Staff recommends the Council consider the attached resolution memorializing the Sister City relationship between the Chamber of Commerce, the City of Forest Grove, and the City of Cornelius.

ATTACHED:

- Resolution approving Memorandum of Understanding
- Memorandum of Understanding
- Letter of Support, Sister Cities Committee

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RESOLUTION NO. 2021-03

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF CORNELIUS A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF FOREST GROVE AND THE FOREST GROVE/CORNELIUS CHAMBER OF COMMERCE FORMING A SISTER CITY RELATIONSHIP AND PARTNERSHIP BETWEEN THE THREE ENTITIES

FINDINGS: The City of Forest Grove has maintained a formal Sister City relationship with Nyuzen, Japan for the past thirty years. The Sister City Committee is a committee of the Forest Grove/Cornelius Chamber of Commerce. The Committee wishes to formalize a foundational framework to facilitate future changes as needed.

WHEREAS, the City of Cornelius has benefitted working closely with the City of Forest Grove and Forest Grove/Cornelius Chamber of Commerce; and

WHEREAS, there is an increasing Latinx population in both cities and an opportunity to eventually attract a Sister City relationship with a Spanish-speaking country; and

WHEREAS, in the future an opportunity to form a business relationship with a city in another country will benefit all residents; and

WHEREAS, the future relationship could ultimately lead to cultural and school exchanges.

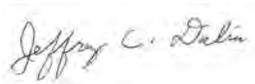
NOW THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL, as follows:

Section 1. The City Council hereby authorizes the City Manager to execute the Memorandum of Understand between the City of Forest and Forest Grove/Cornelius Chamber of Commerce.

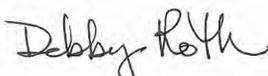
Section 2. This resolution is effective immediately upon its enactment by the City Council.

INTRODUCED AND APPROVED by the Cornelius City Council at their regular meeting this 4th day of January, 2021.

City of Cornelius, Oregon

By: 
Jeffrey C. Dalin, Mayor

Attest:

By: 
Debby Roth, MMC, City Recorder

MEMORANDUM OF UNDERSTANDING

Between Parties:

The Forest Grove / Cornelius Chamber of Commerce

The City of Forest Grove

The City of Cornelius

Preamble

The Forest Grove / Cornelius Chamber of Commerce, the City of Forest Grove and the City of Cornelius (Parties) enter into this Memorandum of Understanding (MOU) for the management of Sister City relationships between the Parties and officially recognized cities of other nations that desire a mutual relationship with the Parties in the State of Oregon, a state of the United States of America.

The Parties agree this relationship is for promoting good will and cultural understanding with peoples of other countries for the mutual benefit of all concerned. The Parties further agree that the terms of this MOU are non-binding, but support will be provided in as much as resources are reasonably available by the Parties.

The Parties further agree a Sister City relationship established by one City does not bind the other City for support. If both Cities mutually agree that a designated Sister City relationship is in the interests of both Cities, then support will be mutually agreed upon. For the City of Forest Grove and the City of Cornelius (Cities), this support is contingent upon their respective City Council approval. For The Forest Grove / Cornelius Chamber of Commerce (Chamber), this support is contingent upon approval by the Board of Directors.

Terms

A. Sister City Relationship

1. Establishing a Sister City Relationship – it is the expressed purview of the Cities to seek, select and establish an official relationship between their respective Cities and a city from another nation.
2. Management of Sister City Relationship - the Cities will work collaboratively with the Chamber's Sister City Committee to manage the exchange of delegations and all related travel, activities, events, educational venues and fundraising efforts.

B. Chamber Responsibilities

1. The Chamber will organize and support a Sister City Committee(s) with the expressed purpose of managing and facilitating any Sister City relationships that the Cities establish.
2. The Chamber will establish and maintain Bylaws and Administrative Instructions for the Sister City Committee(s). These Bylaws and Administrative Instructions will be coordinated with the respective Cities for accuracy and approved by the Chamber Board of Directors.
3. The Chamber will maintain the funds of the Sister City Committee in accordance with the Chamber's Bylaws and Operating Policy and provide a record of the budget and balance statement to the Cities on a quarterly basis.
4. The Chamber will solicit Chamber membership support for the Sister City activities and events in keeping with the Chamber's mission of community service.
5. If the Sister City Committee obtains membership in the Sister City International organization, the Parties will fund a proportional share of the annual membership dues, i.e., Chamber 1/3; City of Forest Grove 1/3; City of Cornelius 1/3.
6. The Chamber's Sister City Committee will be responsible for the following:
 - i. Recommending exchange visit themes.
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 - v. Organizing and conducting any fundraising events in support of student delegations.

C. Cities Responsibilities

1. The Cities will establish official Sister City relationships with cities of other nations.
2. The Cities will:
 - i. Review for accuracy the Sister City Bylaws, Administrative Instructions and Budgets.
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Agreed to and approved by:

_____ Date: _____
President, Board of Directors
The Forest Grove / Cornelius Chamber of Commerce

_____ Date: _____
City Manager
The City of Forest Grove


_____ Date: 1-6-2021
City Manager
The City of Cornelius

City of Cornelius Agenda Report

To: Honorable Mayor and Members of the City Council

From: Rob Drake, City Manager

Date: January 4, 2021

Subject: Resolution No. 2021-03 Sister City Memorandum of Understanding (MOU)

Cornelius

Oregon's Family Town

Summary: The City of Forest Grove has formed a Sister City partnership with Nyuzen, Japan that has existed for 30-years. The Forest Grove/Cornelius Chamber of Commerce has been managing the program in partnership with the City of Forest Grove. At tonight's meeting, the City Council will have the opportunity to endorse an MOU that will include the two cities and the Forest Grove/Cornelius Chamber of Commerce.

One of the possible future considerations for the Sister Cities Committee is the addition of another sister city that would involve a city with a Spanish-speaking population that would interest our Latinx population in both cities. Another key interest would be the development of a business exchange between the two communities as the relationship grows.

The City of Cornelius has few obligations with the MOU, but has the opportunity to participate in the Sister Cities partnership and become more involved as the community gains interest in the program.

Financial Implications: There are few known financial implications for the City at this time.

Staff Recommendation: The City Manager recommends that the City Council approve the IGA with the City of Forest Grove and the Forest Grove/Cornelius Chamber of Commerce.

Proposed Motion: I make a motion that the Cornelius City Council approve Resolution No. 2021-03, **A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF CORNELIUS A MEMORADDUM OF UNDERSTANDING BETWEEN THE CITY OF FOREST GROVE AND FOREST GROVE/CORELIUS CHAMBER OF COMMERCE FORMING A SISTER CITY RELATIONASHIP AND PARTNERSHIP BETWEEN THE THREE ENTITIES,** authorizing the City Manager to execute the MOU and it goes into effect immediately.

Exhibits: Resolution No 2021-03 Authorizing Executing Sister City MOU; Memorandum Forming MOU Between City of Forest Grove, Forest Grove/Cornelius Chamber of Commerce and City of Cornelius.

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MEMORANDUM OF UNDERSTANDING

Between Parties:

The Forest Grove / Cornelius Chamber of Commerce

The City of Forest Grove

The City of Cornelius

Preamble

The Forest Grove / Cornelius Chamber of Commerce, the City of Forest Grove and the City of Cornelius (Parties) enter into this Memorandum of Understanding (MOU) for the management of Sister City relationships between the Parties and officially recognized cities of other nations that desire a mutual relationship with the Parties in the State of Oregon, a state of the United States of America.

The Parties agree this relationship is for promoting good will and cultural understanding with peoples of other countries for the mutual benefit of all concerned. The Parties further agree that the terms of this MOU are non-binding, but support will be provided in as much as resources are reasonably available by the Parties.

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 - iii. Transportation for visiting adult Sister City delegations **once they arrive in Portland, Oregon.**
 - iv. If the Sister City Committee obtains membership in the Sister City International organization, the Parties will fund a proportional share of the annual membership dues for Sister City International, i.e., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3.
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 - iv. Purchase of official gifts.
 - v. Official invitations for adult delegation exchange activities and events.

Agreed to and approved by:

_____ Date: _____
 President, Board of Directors
 The Forest Grove / Cornelius Chamber of Commerce

_____ Date: _____
 City Manager
 The City of Forest Grove

_____ Date: _____
 City Manager
 The City of Cornelius

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October 5, 2020

To: City Manager, City of Forest Grove

From: Sister City Committee

Subject: Sister City Memorandum of Understanding

In the Fall of 2019, the Sister City Committee undertook an effort to develop a set of bylaws and administrative instructions that would capture the experiences, tribal knowledge and lessons learned over the course of the past 30 years of the City's relationship with its Sister City of Nyuzen, Japan. Part of this effort was also driven by the changing nature of the which agency sponsored the committee. Originally, the committee formed its own 501.c (3) charter, but over time this became unsustainable and the committee is now a committee of the Forest Grove / Cornelius Chamber of Commerce, a 503.c (6) organization.

In order to capture the change in the sponsoring agency, as well as, the experiences of the past 30 years, the committee formed a sub-committee to draft a set of bylaws and administrative instructions that would be incorporated into the Chamber's governing documents. Inherent in this effort was the desire and need to define and delineate the roles and responsibilities of the Sister City Committee, the Chamber and the City. This sub-committee presented its recommendations to the full committee in the Spring of 2020. At this time, the draft bylaws and administrative instructions were shared with the Chamber Board of Directors and the City Managers of both Forest Grove and Cornelius. The full Sister City Committee approved both documents on August 27, 2020.

A few of the more notable sections incorporated in this new sets of bylaws and administrative instructions include:

- Under the auspices of the Chamber as the sponsoring agency, the structure of the committee is designed to accommodate the expansion and establishment of other Sister City relationships with Cornelius as either a stand-alone (Cornelius only) relationship or a Sister City relationship that both Cities mutually agree to establish.
- Sister City relationships remain the official prerogative of the Cities with the Committee having the role of managing the relationships.
- Delegation Exchanges are managed and planned on a two-year cycle involving both a sending and receiving adult delegation between Sister Cities.

- The Committee will select a theme for each two-year cycle to focus and inform delegation member selection, activities and other collaborative opportunities to foster a closer understanding between cultures and enhance the relationship.

In order to provide clarification of roles and responsibilities for the management of Sister City relationships, a Memorandum of Understanding (MOU) was drafted between the Chamber and the Cities that delineates in writing the current understanding of both how things are done today and the desire to incorporate the changes mentioned above. This MOU is essentially non-binding to the parties involved, but it does provide a clearer understanding of how planning, execution and communication are shared between the parties. It is recognized that these are new documents and will likely require some adjustments as new experiences occur, particularly in the first couple of cycles.

Forest Grove's 30-year Sister City relationship with Nyuzen is one of the longest in the State of Oregon. The committee wishes to capitalize on the richness of this success by formalizing the foundational framework by which this success was achieved. It is the committee's hope that if there is sufficient community interest to establish new and different sister city relationships then these documents will enable that in a manner that is beneficial to all parties concerned.

The Chamber Board of Directors approved the Committee's Bylaws at its meeting on September 21, 2020. As of this date, the manner and date for presenting this to the City of Cornelius has not been set.

The Sister City Committee is now respectfully submitting the Memorandum of Understanding to the City Council of the City of Forest Grove for its endorsement and approval.

//signed//

Larisa Nefedov

Chair, Sister City Committee

**SISTER CITIES COMMITTEE
of
THE FOREST GROVE / CORNELIUS CHAMBER OF COMMERCE, OREGON**

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Sister Cities Committee (Committee) of the Forest Grove / Cornelius Chamber of Commerce, Oregon (Chamber).

ARTICLE II - PURPOSE

The purpose of the Committee is to promote cultural, educational, social, and commercial exchange between the people of our respective communities.

The Committee's objectives are:

- a. To allow the people of the City of Forest Grove, Oregon, the people of the City of Cornelius, Oregon and the people of similar cities of other nations to acquire a better understanding, friendship and respect for each other.
- b. To actively seek out opportunities and foster an open exchange with other nations.
- c. To participate as an organization in the promoting, fostering and publicizing of local, state and national programs of international municipal organizations, and thereby to encourage other organizations and residents of American communities to engage and participate in such programs, to foster and promote friendly relations and mutual understanding between peoples of American communities and peoples of friendly nations outside of the United States of America, and to act as a coordinating body, committee, or agency among those organizations, groups and individuals desiring to engage and engaging in the activities of such international municipal cooperation organizations.

ARTICLE III – GOVERNANCE

Section 1. Chamber Affiliation

As a committee of the Chamber, the overall conduct of the Committee will be governed by the Chamber's Bylaws and Operating Policy. These bylaws of the Committee will be incorporated into the Chamber's Bylaws and approved by the Chamber's Board of Directors.

Section 2. City Affiliation

In as much as the Committee, on behalf of the Cities of Forest Grove and Cornelius, Oregon (Cities) and in accordance with the Memorandum of Understanding (MOU) between the Chamber and the Cities, assists in facilitating the sister city relationships, the Cities retain official

authority to establish or dissolve any sister city relationship. All official conduct and activities of delegations will be strictly the purview of the Cities and governed by City Resolution.

ARTICLE IV – COMMITTEE MEMBERS

Section 1. Voting Committee Members (Member/s)

The affairs of the Committee shall be exercised and conducted by the voting members consisting of not less than six (6) or more than nine (9) persons who are: a) residents of, own businesses in or work in the municipal jurisdictional boundaries of Forest Grove and Cornelius, Oregon or b) who reside in the unincorporated area surrounding Forest Grove and Cornelius. No more than two (2) members of the committee can be from b) above. Committee members do not need to be members of the Chamber.

Section 2. Term of Membership

The term of each member shall be four (4) years. Terms shall begin on January 1 and end December 31. Terms shall be staggered so that only half of the members' terms expire every two years. The first staggered term shall include the Chair, Treasurer and three (3) other members. The second staggered term shall include the Vice-Chair, Secretary and two (2) other members. There is no limit to how many terms a Member may serve on the Committee, but each term must be applied for and submitted to the Chamber Board of Directors for review.

Section 3. Compensation

Members shall receive no compensation for services rendered to the Committee. Members may receive reimbursement for expenses associated with pre-planned special activities on behalf of the Committee. Such expenses shall be fully documented with receipts, shall be reimbursable from the Committee's own account and approved by a vote of the full Committee.

Section 4. Non-voting Representatives and Liaisons

It is acknowledged that close collaboration and cooperation is vital to the success of the Sister City relationships and to ensure communication with respect to the purpose and conduct of these relationships. The number and type of organizations providing a representative or liaison may change as circumstances or delegation criteria dictate. The list of organizations providing a representative or liaison shall be maintained in accordance with the Administrative Instructions.

Section 5. Ex-Officio Members

The Mayors or their Council Member designee of both the City of Forest Grove, Oregon and the City of Cornelius, Oregon shall be ex-officio members and serve as the honorary co-chairs of the Committee.

ARTICLE V - MEETINGS

Section 1. Attendance

Attendance is an expected responsibility of Committee Members. A Member who is absent for three consecutive meetings can be removed from the Committee by a vote of the Committee unless the absences are excused by the Chair and recorded in the minutes. Excused absences require written communication with the Committee Chair or Secretary prior to any scheduled regular or special meeting.

Section 2. Regular Meetings

The Committee will hold a minimum of four (4) meetings within a fiscal year. A tentative schedule of meeting dates will be determined and voted on during the first meeting of each fiscal year. The approved tentative schedule will be communicated to the Chamber Board of Directors and both Cities.

Section 3. Special Meetings

Special meetings of the Committee may be called by the Chair or by a majority of the Members then in office. The purpose of each special meeting shall be stated in the notice and may only include purposes which are proper for Members to consider.

Section 4. Place of Meeting

The Chair of the Committee shall designate any place within the Cities of Forest Grove or Cornelius as the place of meeting for the Committee.

Section 5. Notice of Meeting

Written or printed notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered personally, by email or by mail not less than five (5) days nor more than sixty (60) days before the date of the meeting. If mailed, such notice shall be deemed to have been delivered when deposited in the United States Postal Service addressed to the Member at his or her address as it appears on the records with postage thereon prepaid.

Section 6. Member Quorum and Voting

Unless otherwise required by the Chamber Bylaws, a majority of the Members appearing in person or calling in by phone shall constitute a quorum at a meeting of Members. If a quorum is present the affirmative vote of a majority of the Members at the meeting entitled to vote on the subject matter shall be the act of the Members. After a quorum has been established at a Members' meeting, the subsequent withdrawal of Members, so as to reduce the number of Members entitled to vote at the meeting below the number required for a quorum, shall not affect the validity of any action taken at the meeting or any adjournment thereof. If a quorum is not present when a meeting starts, then a majority of the Members at the meeting may adjourn the meeting from time to time without further notice until a quorum is present.

Section 7. Votes

Each Member shall be entitled to an equal vote on each matter submitted to a vote at a meeting of Members. No proxy votes are allowed.

ARTICLE VI – OFFICERS

Section 1. Committee Officers. The Committee shall elect from among its Members a Chair, Vice-Chair, Secretary and Treasurer.

Section 2. Sub-Committee Officers. Unless otherwise designated, all Sub-Committees shall elect from among its Members a Chair, Vice-Chair, Secretary and Treasurer.

ARTICLE VII – SUB-COMMITTEES

Section 1. “Named Sister City” Sub-Committees

- a. There shall be a “Named Sister City” sub-committee for each of the sister cities with which the Cities have a formal relationship.
- b. The purpose for each “Named Sister City Sub-Committee is to plan, develop and organize relationships per Article II – Purpose above. Recommendations for activities and events may be submitted to the Committee for final consideration and approval.
- c. Each “Named Sister City” Sub-Committee shall be chaired by an elected representative from within the membership of that sub-committee.
- d. Each “Named Sister City” Sub-Committees may have participants from the general public to assist in Sub-Committee activities.
- e. The Committee Chair shall serve as ex-officio member of each sub-committee.
- f. The Committee Chair shall ask for a Member to volunteer and act as a liaison for each “Named Sister City” Sub-Committee.

Section 2. Standing Sub-Committees

- a. The Committee shall organize Standing Committees to support the purpose and objectives in Article II above and in accordance with the Administrative Instructions.
- b. The types of Standing Sub-Committees may include but are not limited to: Public Relations, Budget/Fundraising, Cultural Programs and Exchanges, Trade/Commerce, Professional/Technical, Hosting, Education and Youth Exchange, Youth Chapter Advisor and Liaison with Sister Cities International.
- c. Each chair shall serve for two (2) years, and may be reelected for subsequent two (2) year terms or until the dissolution of the sub-committee. Upon establishing each committee, the Committee shall adopt a brief description of its responsibilities as part of the Committee’s Administrative Instructions.

Section 3. Ad Hoc Sub-Committees

- a. The Chair shall have the power to call for the establishment of ad hoc sub-committees for such occasions as the election of officers (nominating sub-committee), recruiting members (membership sub-committee, the recommendation of establishing additional

sister cities (city selection sub-committee), and sub-committees in support of themed delegations (Trade/Commerce, Professional, Technical, Environmental, etc.).

- b. Each chair shall serve for two (2) years, and may be reelected for subsequent two (2) year terms or until the dissolution of the sub-committee. Upon establishing each committee, the Committee shall adopt a brief description of its responsibilities as part of the Committee's Administrative Instructions.
- c. Normally, ad hoc sub-committees have a limited duration and are dissolved after their purpose is complete.

ARTICLE VIII - ADMINISTRATION

Section 1. Offices

The Committee shall have and continuously maintain its offices at the Chamber.

Section 2. Fiscal Year

The fiscal year shall commence on the first day of July and end on the last day of June the following year.

Section 3. Administrative Instructions

- a. The Committee will adopt administrative instructions to govern the conduct of its affairs and activities. These instructions and amendments thereto will be voted on and approved by a quorum of Members at any regular meeting or special meeting for that purpose.
- b. The Committee Administrative Instructions will be incorporated into the Chamber's Operating Policy.

Section 4. Financial Records

Financial records shall be open for inspection upon the reasonable request of any Member, the Chamber or City. A complete statement of receipts and expenditures shall be presented at the annual meeting.

ARTICLE IX – SISTER CITY DELEGATIONS

Section 1: Adult Delegations

- a. Adult Delegations are considered to be official representatives of the respective Cities that are party to the sister city relationship.
- b. The maximum number of adult delegates for any given trip shall be twelve (12).
- c. The Committee shall develop a recommended list of delegates in accordance with the selection process found in the Administrative Instructions. The recommended list of

delegates shall be approved by the respective City Council for which the relationship exists.

- d. The Committee will assist in the planning, delegate selection and conduct of adult exchanges.

Section 2: Student Delegations

- a. Student Delegations are considered to be the purview of the Committee. Student delegations are normally established with the sister city with which there exists an adult delegation relationship.
- b. The final selection of delegates for student exchanges shall be approved by the Committee.
- c. The Cities will assist in the conduct of visiting student exchanges in as much as resources are available in pre-approved budgets.

ARTICLE X – DISSOLUTION

Should the Committee find itself in a position requiring dissolution, it's assets will become the property of the Chamber.

ARTICLE XI - AMENDMENTS

These bylaws may be altered or amended at any regular meeting of the Members or at any special meeting called for that purpose, by a vote of a majority of the Members of the Committee. Any changes to the Bylaws must then be submitted to the Chamber Board of Directors for approval.

I hereby certify that the foregoing bylaws are the bylaws adopted by Sister Cities Committee of the Forest Grove / Cornelius Chamber of Commerce, Oregon, and that they are the whole thereof exactly as adopted and that I make this certificate to identify the same pursuant to the instructions of the Members and the Chamber Board of Directors.

Chair, Sister City Committee

Date: _____

President, Board of Directors
Forest Grove / Cornelius Chamber of Commerce

Date: _____

**SISTER CITIES COMMITTEE
OF
THE FOREST GROVE / CORNELIUS CHAMBER OF COMMERCE, OREGON**

ADMINISTRATIVE INSTRUCTIONS

ARTICLE I – COMMITTEE MEMBERS

Section 1. Committee Member Application and Selection

- a. Applications for Committee Membership shall be received at the Chamber in writing or electronically using the form at ADDENDUM A – Sister Cities Committee Member Application Form.
- b. Openings for Committee Membership shall be announced on the Chamber and Cities websites.
- c. Applications may be received, reviewed and voted on by the current Members at any time during a regular meeting or special meeting scheduled and announced for that purpose.
- d. Selection of Member applicants shall be in accordance with the Bylaws, Article IV. Section1 which reads: "...who are: a) residents of, own businesses in or work in the municipal jurisdictional boundaries of Forest Grove and Cornelius, Oregon or b) who reside in the unincorporated area surrounding Forest Grove and Cornelius. No more than two (2) members of the committee can be from b) above. Committee members do not need to be members of the Chamber." Further consideration will be given to applicant's willingness to dedicate time to meetings, delegation visits and any other activities as conducted by the Committee and Cities to further the purpose of the Sister Cities relationships.

Section 2. Term of Membership

- a. Shall be in accordance with the Bylaws Article IV. Section 2.
- b. A new Member who is elected by the current Members at any time mid-year will have the beginning of their term post-dated to the January 1st of the last election cycle year. The Chamber will be updated with a new member roster.

Section 3. Non-voting Representatives and Liaisons

The following may designate non-voting representatives and liaisons to the Committee:

- a. Forest Grove City Council
- b. Cornelius City Council
- c. Forest Grove City Staff

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- d. Cornelius City Staff
- e. Pacific University
- f. Forest Grove School District

ARTICLE II - MEETINGS

Section 1. Notice of Meeting

- a. Notice shall be sent out at the direction of the Chair or the Secretary or the persons calling the meeting to each Committee/Sub-Committee Member, each recognized non-voting representative, liaison or participant of the committee, the Executive Director of the Chamber and the City Staff liaisons for both Cities.
- b. Notices shall contain the date, time, location, purpose and proposed agenda of the meeting.

Section 2. Agenda

- a. The Committee Chair will prepare and publish the agenda for each regular and special meeting.
- b. The outline and format at ADDENDUM B – Meeting Agenda Format shall be used for the preparation and publication of all Committee and “Named Sister City” Sub-Committee regular and special meetings.

Section 3. Member Quorum

Unless otherwise required by the Chamber Bylaws, a majority of the Members appearing in person or calling in by phone shall constitute a quorum at a meeting of Members.

Section 4. Minutes

- a. Minutes of all regular and special meetings of the Committee or “Named Sister City” Sub-Committees shall be recorded and approved by a quorum vote of the Members.
- b. The outline and format at ADDENDUM C – Meeting Minutes Format shall be used for the preparation and publication of all Committee and “Named Sister City” Sub-Committee regular and special meetings.
- c. Upon approval, copies of minutes shall be provided to the Chamber Board of Directors, Staff Liaisons to both Cities and any other Member upon request.

Section 5. Voting

- a. If a quorum is present the affirmative vote of a majority of the Members at the meeting entitled to vote on the subject matter shall be the act of the Members. After a quorum has been established at a Members' meeting, the subsequent withdrawal of Members, so as to reduce the number of Members entitled to vote at the meeting below the number

required for a quorum, shall not affect the validity of any action taken at the meeting prior to the departure of the Member.

- b. Each Member shall be entitled to an equal vote on each matter submitted to a vote at a meeting of Members. No proxy votes are allowed. No absentee votes are allowed.

ARTICLE III – POWER AND DUTIES OF COMMITTEE OFFICERS

Section 1. Chair

- a. Shall prepare and distribute agendas and preside at all meetings of the Members.
- b. Shall sign all contracts and other documents as may be needed for the conduct of Committee activities.

Section 2. Vice-Chair

- a. Shall assume the duties of the Chair in the absence of the Chair.
- b. Assume such duties as assigned from time to time by the Members.

Section 3. Secretary

- a. Shall keep records of all agendas and minutes for all regular and special meetings and shall send a copy of each to the Chamber and Cities.
- b. Shall keep a roster of Members including their offices and terms in the format at ADDENDUM D – Roster Format for Sister City Committee Members.
- c. Shall keep a record copy of current Bylaws, Administrative Instructions, contracts and other documents pertinent to the conduct of the Committee.
- d. Shall facilitate the transfer of all records to a newly elected Secretary within 30 days of said election.

Section 4. Treasurer

- a. Be the custodian of all funds of the Committee and Sub-Committees depositing such funds through the Chamber in banks as designated by the Chamber.
- b. Disburse funds only as prescribed by a vote of the Members in accordance with the Administrative Instructions.
- c. In coordination with all Sub-Committee Treasurers, shall maintain copies of all transactions including donations, expenses and receipts.
- d. Shall prepare an annual budget for approval of the Committee and keep copies of the approved final budgets.

- e. Shall submit to the Chamber and each respective City a copy of the approved annual budget.
- f. Shall facilitate the transfer of all records to a newly elected Treasurer within 30 days of said election.
- g. Shall facilitate completion and submission of bank documents and signatures required to transfer account management to the newly elected treasurer.
- h. Shall provide a financial report to the Committee at every regular committee meeting including but not limited to: Account balance, Income and Expenses, and Budget objectives.

ARTICLE IV – POWER AND DUTIES OF SUB-COMMITTEE OFFICERS

Section 1. Chair

- a. Shall prepare and distribute agendas.
- b. Shall preside at all meetings of the Members.

Section 2. Vice-Chair

- a. Shall assume the duties of the Chair in the absence of the Chair.
- b. Shall assume such duties as assigned from time to time by the Members.

Section 3. Secretary

- a. Shall keep records of all agendas and minutes for all regular and special meetings and shall send a copy of each to the Committee.
- b. Shall keep a roster of Members including their offices and terms in the format at ADDENDUM D – Roster Format for Sister City Committee Members.
- c. Shall keep a record copy of current Bylaws, Administrative Instructions, contracts and other documents pertinent to the conduct of the Committee.
- d. Shall facilitate the transfer of all records to a newly elected Secretary within 30 days of said election.

Section 4. Treasurer

- a. Disburse funds only as prescribed by the Committee in accordance with the Administrative Instructions.
- b. Maintain copies of all transactions including donations, expenses and receipts and provide the Committee Treasurer with a monthly report of transactions.

- c. Shall prepare an annual budget for approval of the Committee and keep copies of the approved final budgets.
- d. Shall facilitate the orientation and education of the newly elected Treasurer with the Chamber's financial recordkeeping processes within 30 days of said election.

ARTICLE V – DUTIES OF CITY STAFF LIAISONS

The duties and responsibilities of City Staff Liaisons shall be dictated in the Memorandum of Understanding (MOU) found at APPENDIX 1 between the Chamber and the Cities.

ARTICLE VI - FINANCIAL RECORDS

Section 1. Budget

- a. Budgets will be prepared for a two-year cycle that includes both the sending and receiving of adult and student delegations. A fiscal year will begin on 1 July and end on 30 June of the following year. Therefore, a two-year budget will be prepared from 1 July to 30 June two years hence.
- b. The Treasurer shall prepare and submit a proposed two-year budget to the full Committee no later than March 1 of odd numbered years.
- c. The Committee shall submit an approved proposed two-year budget to the Chamber Board of Directors no later than April 1 of odd numbered years.
- d. The Committee shall submit a copy of an approved final two-year budget to the Cities no later than May 1 of odd numbered years.
- e. The Treasurer shall use the outline at ADDENDUM E – Budget Format in preparing and submitting a two-year budget.

Section 2. Transactional Accounting and Record Keeping

- a. The Treasurer shall maintain an account of expenses for all activities, events and other transactions.
- b. Individuals requesting reimbursement for expenses must use the form at ADDENDUM F – Request for Expense Reimbursement Form and attach copies of all receipts validating expenses made to the Treasurer within 60 days of expense. Requests submitted after 60 days may be refused by the Committee.

ARTICLE VII – EXCHANGE PLANNING

Section 1 – Planning management

- a. The success of the Sister City relationships and exchanges is dependent on transparent and open communications, collaborative planning and mutual support.

- b. The Sister City Committee and “Named Sister City” Sub-Committees are responsible, in accordance with the MOU (APPENDIX 1), for planning all exchanges including budgets, timelines, schedules, activities, education, etc. All plans will be shared on a periodic as needed basis with the Chamber CEO and President and the respective City Managers.
- c. For purposes of differentiation and clarification, the following terms are defined:
 - 1) Host Family – The family with whom a “sending” delegation member stays during an exchange visit to the Sister City.
 - 2) Homestay Family – The family with whom a “receiving” delegation member stays during an exchange visit to Forest Grove or Cornelius.

Section 2 - Timeline: Two-year cycle

- a. A two-year cycle will be used for planning and budgeting purposes with the intent of covering a complete rotation of both sending and receiving adult and student delegations.
 - 1) Planning begins in the Fall of even-numbered years in preparation for the budget of the following Spring.
 - 2) A two-year budget is prepared in the Spring of odd-numbered years.
 - 3) Example: Planning begins in the Fall of 2020 in preparation for developing a two-year budget that is approved in the Spring of 2021.
- b. September (even-year): Determination of adult delegation exchange theme (e.g. business, agriculture, public art, disaster preparedness, recycling, manufacturing, tourism, history, etc.).
- c. October (even-year): Publicly announce adult exchange, theme and application period.
- d. November 1 (even-year): Application window opens.
- e. December 31 (even-year): Application window closes.
- f. January (odd-year): Application review and interviews; adult delegate selection.
- g. February (odd-year): Purchase airline and other transportation (i.e. rail pass) tickets. (Exchanges dates must be finalized before purchases can occur.)
- h. February – April (odd-year): Adult delegates attend acculturation classes.
- i. April – May (odd-year): Pre-trip adult delegate gathering. Gather and send Delegation Member Information Exchange forms (ADDENDUM I).
- j. May – June (odd-year): Adult exchange trip.
- k. July – August (odd-year): Post-adult exchange gathering and evaluation.

- l. September (odd-year): Publicly announce visiting student delegation exchange and requests for homestay families.
- m. September (odd-year): Begin planning for visiting student delegation exchange. Visiting student homestay family applications and selection.
- n. September – October (odd-year): Visiting student delegation homestay family orientation. Finalize visiting student delegation activity schedule.
- o. October – December (odd-year): Visiting student delegation exchange.
- p. January (even-year): Post-student exchange gathering and evaluation.
- q. February (even-year): Publicly announce visiting adult delegation exchange, theme and request for homestay families.
- r. April (even-year): Finalize visiting adult delegation activity schedule.
- s. May (even-year): Homestay family orientation.
- t. June (even-year): Visiting adult delegation exchange.
- u. July (even-year): Post-adult homestay family gathering and evaluation.
- v. August (even-year): Sister City presentation to Chamber Board of Directors and City Councils.

Section 3. Logistical Arrangements

- a. General logistical planning and support will be done in accordance with the MOU (APPENDIX 1). Delegation specific arrangements are described below in Articles VIII and IX.

ARTICLE VIII – SISTER CITY ADULT DELEGATIONS

Section 1. Exchange Theme

- a. Every two years in the Fall of even-numbered years, the Committee will recommend an exchange theme (e.g., art, disaster preparedness, education, agriculture, history, business, etc.) to the City with which the exchange is to occur and the respective Sister City. Final selection of an exchange theme will be the City.
- b. Delegate selection, exchange agendas and activities will be centered around the theme as much as practical.

Section 2. Sending an adult delegation

- a. Delegate Selection

- 1) Adult Delegates are considered to be official representatives of the respective city that is party to the sister city relationship. Delegates are expected to behave with the decorum of a representative of the city, state and country.
- 2) The Committee shall establish a Delegate Selection Sub-Committee to receive and review applications, conduct interviews and make final recommendations to the Committee and respective City. The Sub-Committee shall consist of:
 - a) Mayor or Mayor designee of the City for which the relationship exists.
 - b) Chamber Board of Directors representative.
 - c) A Resident-at-Large based on the Exchange Theme.
 - d) Two Members of the Sister Cities Committee; unless a Sister City Sub-Committee exists, then only one member of the Sister Cities Committee and e) below.
 - e) A Member of the Sister City Sub-Committee. This person shall also act as the chair of the Delegate Selection Sub-Committee.
- 3) The final selection of delegates for adult exchanges shall be approved by the respective City Council for which the relationship exists. The approved delegation will be formally commissioned by the respective City Council prior to the exchange trip.
- 4) The Cities reserve the right to include the following for each delegation prior to the selection of the balance of the delegation:
 - a) Mayor or Mayor's designee.
 - b) One City Council member.
 - c) One City Staff member depending on the Exchange Theme.
- 5) The Committee will select at-large delegates based on the following:
 - a) A complete application including acceptance of and commitment to the delegation's purpose, timeline, agenda, education, activities, dress code, physical abilities and a signed release of liability. The expectation is that delegate members commit to supporting and participation in the receiving of both adult and student delegations over the two-year cycle.
 - i. Dress code: Refer to the specific cultural guidelines. In general, the code will be Business Casual for formal events and Casual for other activities; no shorts above the knees, tank tops, or clothing that exposes the body inappropriately.
 - ii. Physical abilities: Able to walk 2 miles unassisted; able climb and descend two flights of stairs carrying their own luggage unassisted; unless the other delegation members agree to assist and does not detract from the overall agenda and schedule of the delegation and the homestay family is willing to accommodate the physical restrictions. And other expectations that may impact physical abilities due to cultural considerations.

- b) Resides in or has an affiliation within the jurisdictional limits of the City with whom the sister city relationship exists.
- c) Applicants that contribute to or complement the Exchange Theme.
- d) First time participation in an adult delegation. If there is room for repeat delegates, the priority will be to those with older and fewer trips.
- e) Successful reference check.
- f) Passports must have at least 6 months as of the date of the delegation's return date remaining on the passport before expiration.

b. Application

- 1) The form at ADDENDUM H – Sister City Delegation Member Application Form shall be used and published.
- 2) Application forms shall be available digitally on the Chamber's and City's websites and in hardcopy at the Chamber and City offices.
- 3) Applications must be complete for consideration and submitted by the deadline of December 31 (even-year). The Delegation Selection Sub-Committee reserves the right to reject any incomplete or late application.
- 4) In the event there are more than 12 applicants, the Delegation Sub-Committee has the authority to prioritize and limit selections based on the criteria above in Article VIII, Section 2, paragraph a.

c. Travel Arrangements

- 1) Official Adult Delegation travel dates for all delegate members will be coordinated by City Staff in accordance with the MOU (APPENDIX 1).
 - a) Flight reservations and ticket purchases for official City delegates will be made by City Staff. Flight reservations and ticket purchases for private delegates is the responsibility of each individual. If cost and/or scheduling circumstances dictate, reservations and purchases may be consolidated.
 - b) Rail pass reservations and purchases will be handled in the same manner as flight reservations and ticket purchases.
 - c) Host families are expected to provide local transportation to and from a central meeting point for delegation activities and during periods of "host family time."
- 2) Pre- and Post-Exchange travel arrangements are the personal responsibility of each delegate member and must not interfere with or delay the travel schedule of the delegation as a whole.

d. Logistical Arrangements

- 1) Exchange Guidelines. The Sister City Sub-Committee planning the exchange will create and maintain current guidelines for delegation members including but not limited to: Travel documentation, medical documentation, medications, money and money exchange, dress code, weather and travel appropriate clothing, luggage restrictions, dietary restrictions and delegate behavior. These guidelines will be created uniquely for each separate exchange as is appropriate for the Sister City being visited. See ADDENDUM J – Sister City Exchange Guidelines Format.
- 2) Host Family Stay.
 - a) Host Family Stays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the culture and family being visited.
 - b) Breaches of Host Country laws will not be tolerated and may result in early termination from the delegation at the delegate's expense. Other breaches of decorum or behavior will be addressed by the City's senior official representative.
 - c) See ADDENDUM K – Guidelines for Delegation Member Stay with Host Family.
- 3) Gifts
 - a) Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b) Personal. Individual gift exchanges between delegation members and their host family is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each delegate to purchase and transport any gifts to be exchanged.
- e. Acculturation Education
 - a) The "Named Sister City" Sub-Committee responsible for the planning of the exchange will prepare and conduct classes for delegate members to educate them on the purpose and theme of the exchange and the culture of the Sister City being visited.
 - b) The "Named Sister City" Sub-Committee will develop and coordinate a schedule with date, time and location for each class and provide the schedule to each delegate member. The classes must be conducted between delegate selection and trip departure.
 - c) The following are suggested topics for the classes:
 - a) Exchange Theme and Delegation Member Expectations
 - b) Sister City History and Geography
 - c) Sister City Economy and Demographics
 - d) Sister City Culture and Arts

- e) Sister City Language – beginner-level, introductory, travel words and phrases
 - f) Exchange Theme topics with respect to the Sister City
- 3) Acculturation orientation and training materials can be found at APPENDIX 2.

Section 3. Receiving an adult delegation

- a. Planning Management will be done in accordance with Article VII, Section 1 above.
- b. Homestay Families
 - 1) Application and Approval
 - a) Completed applications must be submitted to the “Named Sister City” Sub-Committee responsible for the exchange by the deadline set and announced by the “Named Sister City” Sub-Committee. Incomplete or late applications may be subject to refusal.
 - b) See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 2) Matching and Selection
 - a) Once applications have been approved, more detailed information will be collected to assist in matching visiting delegate members and the families who will be providing homestay accommodations. This information will be shared with the visiting delegation member prior to their departure from their home country.
 - b) See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 3) Expectations and Guidelines
 - a) Homestays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the people and culture visiting our homes.
 - b) Acculturation classes are designed to ease the experience for both the home stay family and the visiting delegation member. Classes are not mandatory, but are highly recommended. The following are a list of suggested topics for acculturation classes:
 - i. Food and dietary preferences.
 - ii. Personal needs and privacy.
 - iii. Sleeping arrangements.

- iv. Comfort, clothing and laundry.
- v. Formal vs. informal relationships.
- c) See ADDENDUM M – Homestay Family Guidelines
 - i. Emergencies.
 - ii. Delegation host contact.
 - iii. Entertainment during Homestay Family time: places to see or things to do.
 - iv. Transportation per delegation schedule.
- c. Logistical Arrangements
 - 1) Schedule and Transportation
 - a) Schedule.
 - i. A schedule of activities for the visiting delegation will be created and published by the “Named Sister City” Sub-Committee in accordance with the MOU (APPENDIX 1).
 - ii. The schedule will include date, time, location of activity, the primary contact for that activity, the Sub-Committee Chaperone and whether or not a translator is required.
 - b) Transportation.
 - i. The Homestay Family is responsible for ensuring their hosted member is transported to and from the designated central meeting location each morning and evening in a timely manner.
 - ii. The Sub-Committee will arrange for transportation of the entire delegation from the central meeting location to each activity and back to the central meeting location each day.
 - 2) Gifts
 - a) Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b) Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each homestay family to purchase and present any gifts to be exchanged.

ARTICLE IX – SISTER CITY STUDENT DELEGATIONS

Section 1. Sending Student Delegation

a. Delegation Member Selection

- 1) Members of student delegations are selected by the “Named Sister City” Sub-Committees for their respective Sister City relationships.
- 2) The Committee will select student delegates based on the following:
 - a) A complete application including acceptance of the delegation’s timeline, educational agenda and activities, dress code, physical abilities and a signed release of liability.
 - b) Resides in or attends school within the school districts serving the jurisdictional limits of the City with whom the sister city relationship exists.
 - c) Applicant’s expressed interest through the application essay.
 - d) First time participation in a student delegation. If there is room for repeat delegates, the priority will be to those with older and fewer trips.
 - e) Language proficiency in the culture of the Sister City will be considered.
 - f) Passports must have at least 6 months as of the date of the delegation’s return date remaining on the passport before expiration.
- 3) Adult chaperones for the student delegation must include at least one educator and all must meet the criteria below:
 - a) A complete application including acceptance of the delegation’s purpose, timeline, educational agenda and activities, dress code, physical abilities and a signed release of liability.
 - b) Resides in or teaches within the school district or school serving the jurisdictional limits of the City with whom the sister city relationship exists.
 - c) Successful back ground / reference check.
 - d) Passports must have at least 6 months as of the date of the delegation’s return date remaining on the passport before expiration.

b. Application

- 1) The form at ADDENDUM H – Sister City Delegation Member Application Form shall be used and published.
- 2) Application forms shall be available digitally on the Chamber’s and City’s websites and in hardcopy at the Chamber and City offices. Student applications must contain a short essay of interest and what the student hopes to learn from the exchange experience.

- 3) Applications must be complete for consideration and submitted by the deadline of September 30. The Delegation Selection Sub-Committee reserves the right to reject any incomplete or late application.
- 4) In the event there are more than 12 (10 students and 2 adults) applicants, the Delegation Sub-Committee has the authority to prioritize and limit selections based on the criteria above in Article IX, Section 1, paragraph b. and c.

c. Planning

1) Timeline

- a) Begins the year before (even-year) the adult delegation is scheduled to visit the Sister City.
- b) September (even-year): Announcement that a student delegation will be organized for an exchange in June of the following year.
- c) October 1 (even-year): Application window opens.
- d) November 30 (even-year): Application window closes.
- e) December (even-year): Application review and delegate selection.
- f) January – February (odd-year): Purchase airline and other transportation tickets. Rail passes are valid for only 3 months, so their purchase would have to be delayed until 3 months prior to the end date of the exchange.
- g) January – May (odd-year): Delegates attend acculturation and pre-exchange orientation.
- h) May – July (odd-year): Exchange trip.
- i) July – August (odd-year): Post-trip gathering and trip evaluation.

2) Travel Arrangements

- a) Delegation travel arrangements and associated costs for all delegate members will be coordinated by the Sister City Committee.
- b) There will be no deviations from the travel schedule and arrangements allowed by either students or adult chaperones. All arrangements will be on a round-trip basis.

3) Logistical Arrangements

- a) Exchange Guidelines. The “Named Sister City” Sub-Committee planning the exchange will create and maintain current guidelines for delegation members including but not limited to: Travel documentation, medical documentation, medications, money and money exchange, dress code, weather and travel appropriate clothing, luggage restrictions, dietary restrictions and delegate behavior. These guidelines will be created uniquely for each separate exchange

as is appropriate for the Sister City being visited. See ADDENDUM J – Sister City Exchange Guidelines Format.

b) Host Family Stay.

- i. Host Family Stays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the culture and family being visited.
- ii. Breaches of Host Country laws will not be tolerated. Other breaches of decorum or behavior will be addressed by the Delegation's Designated Chaperone.
- iii. See ADDENDUM K – Guidelines for Delegation Member Stay with Host Family for specific details.

c) Gifts

- i. Official. Unless otherwise planned, there will be no expectation of any kind of formal or official gifts presented. If such a decision is made to present a gift, the cost of purchase and transport is entirely the responsibility of the delegation members.
- ii. Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each delegate to purchase and transport any gifts to be exchanged.

d) Acculturation Education

- a) The "Named Sister City" Sub-Committee, in collaboration of educators, is responsible for the planning of the exchange and will prepare and conduct a pre-exchange and acculturation orientation for delegate members to educate them on the expectations of the delegates and the culture of the Sister City being visited.
- b) The "Named Sister City" Sub-Committee will develop and coordinate an orientation that may include such topics as:
 - i. Delegation Member Expectations.
 - ii. Sister City History and Geography.
 - iii. Sister City Economy and Demographics.
 - iv. Sister City Culture and Arts.
 - v. Sister City Language – beginner-level, introductory, travel words and phrases.
 - vi. Exchange Theme topics with respect to the Sister City.

- c) Acculturation orientation and training materials can be found at APPENDIX 2.

Section 2. Receiving Student Delegation

- a. Planning Management will be done in accordance with Article VII above.
- b. Homestay Families
 - 1) Application and Approval
 - a. Completed applications must be submitted to the “Named Sister City” Sub-Committee responsible for the exchange by the deadline set and announced by the “Named Sister City” Sub-Committee. Incomplete or late applications may be subject to refusal.
 - b. See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 2) Matching and Selection
 - a. Once applications have been approved, more detailed information will be collected to assist in matching visiting delegate members and the families who will be providing homestay accommodations. This information will be shared with the visiting delegation member prior to their departure from their home country. Preference will be given to families with children of an age compatible with the students being hosted (middle to high school students).
 - b. See ADDENDUM L – Homestay Family Application and Information Exchange Form
 - 3) Expectations and Guidelines
 - a. Homestays are the heart of the Sister City relationship program. It is imperative that all delegate members accept the responsibility to conduct themselves appropriately showing proper decorum and respect for the people and culture visiting our homes.
 - b. Acculturation classes are designed to ease the experience for both the home stay family and the visiting delegation member. Classes are not mandatory, but are highly recommended. The following are a list of suggested topics for acculturation classes:
 - i. Food and dietary preferences.
 - ii. Personal needs and privacy.
 - iii. Sleeping arrangements.
 - iv. Comfort, clothing and laundry.
 - v. Formal vs. informal relationships.

- c. See ADDENDUM M – Homestay Family Guidelines
 - i. Emergencies.
 - ii. Delegation host contact.
 - iii. Entertainment during Homestay Family time: places to see or things to do.
 - iv. Transportation per delegation schedule.
- c. Logistical Arrangements
 - 1) Schedule and Transportation
 - a. Schedule.
 - i. A schedule of activities for the visiting delegation will be created and published by the “Named Sister City” Sub-Committee in accordance with the MOU (APPENDIX 1).
 - ii. The schedule will include date, time, location of activity, the primary contact for that activity, the Sub-Committee Chaperone and whether or not a translator is required.
 - b. Transportation.
 - i. The Homestay Family is responsible for ensuring their hosted member is transported to and from the designated central meeting location each morning and evening in a timely manner.
 - ii. The Sub-Committee will arrange for transportation of the entire delegation from the central meeting location to each activity and back to the central meeting location each day.
 - 2) Gifts
 - a. Official. Official gifts exchanged between Sister Cities will be the responsibility of the respective cities in accordance with the MOU (APPENDIX 1).
 - b. Personal. Individual gift exchanges between delegation members and their homestay families is encouraged. Suggested gifts will be recommended, but it is the personal responsibility of each homestay family to purchase and present any gifts to be exchanged.

ARTICLE X – COMMUNICATIONS

Section 1. Official Correspondence and Communication

- a. All official correspondence and communication with respect to a Sister City relationship is the purview and responsibility of the respective City which has established the relationship.
- b. Such communication will include, but may not be limited to:
 - 1) Delegation invitation and theme announcement to sister city.
 - 2) Delegation date planning and selection.
 - 3) Official public announcement of upcoming exchanges.
 - 4) Official travel arrangements for elected officials.
 - 5) Official delegation welcome remarks.
 - 6) Official dinner invitations.
 - 7) Official dinner remarks.
 - 8) Official gift exchange.

Official correspondence and communication of the type listed above will be copied to the Sister City Committee Chair for purposes of communication and planning in accordance with the MOU (APPENDIX 1). The intent here is to facilitate planning and provide clarity in a timely manner to ensure success for all Sister City exchanges.

Section 2. Committee Correspondence and Communication

- a. Delegation exchange planning correspondence and communication between Sister City Committees, the respective City Staffs and Sister City Delegations will be considered informal and is the responsibility of the Sister City Committee or “Named Sister City” Sub-Committee.
- b. Such communication will include, but may not be limited to:
 - 1) Agenda and activity planning and arrangements.
 - 2) Host Family and Homestay Family applications and matching.

Section 3. Community Communications

- a. Websites: It is the responsibility of the Sister City Committees and Sub-Committees to provide information regarding Sister City exchanges, events and activities to both the Chamber and the Cities for posting on their respective websites.
- b. Social Media: Use of Social Media for posting information is permitted, but is the responsibility of the Sister City Committee and Sub-Committees. If at all possible, such social media postings should be coordinated with the Chamber and City.

ARTICLE XI – CHAMBER / CITY MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding between the Chamber and the Cities will be reviewed by the Sister City Committee every two years in odd numbered years to ensure all aspects of the memorandum are clear, understood and being followed. Any recommended changes will be submitted to the Chamber and both Cities for approval. See APPENDIX 1 – Memorandum of Understanding.

LIST OF ADDENDUMS:

- A. Sister Cities Committee Membership Application Form
- B. Meeting Agenda Format
- C. Meeting Minutes Format
- D. Roster Format for Sister City Committee Members
- E. Treasurer's Report Format
- F. Budget Format
- G. Request for Expense Reimbursement Form
- H. Sister City Delegation Member Application Form
- I. Sister City Delegation Member Information Exchange Form
- J. Sister City Exchange Guidelines Format
- K. Guidelines for Delegation Member Stay with Host Family
- L. Homestay Family Application and Information Exchange Form
- M. Homestay Family Guidelines

LIST OF APPENDIXES:

- 1. Memorandum of Understanding (MOU)
- 2. Acculturation Orientation and Training Materials

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ADDENDUM B – MEETING AGENDA FORMAT

SISTER CITY COMMITTEE

MEETING AGENDA

1. CALL TO ORDER:
2. DETERMINATION OF QUORUM:
3. ADDITIONS/DELETIONS:
4. APPROVAL OF MINUTES:
5. FINANCIAL REPORT AND APPROVAL: (As applicable.)
6. LIAISON REPORTS: (As applicable.)
 - a. Chamber –
 - b. City –
 - c. Other –
7. OLD BUSINESS:
8. NEW BUSINESS:
9. NEXT MEETING:
 - a. Date –
 - b. Time –
 - c. Location –
10. ADJORNMENT:

ADDENDUM C – MEETING MINUTES FORMAT

SISTER CITY COMMITTEE

MEETING MINUTES

MEETING DATE:

MEETING LOCATION:

MEMBERS PRESENT:

MEMBERS ABSENT:

1. CALL TO ORDER:

2. DETERMINATION OF QUORUM: Yes / No

3. ADDITIONS/DELETIONS:

4. APPROVAL OF MINUTES:

5. FINANCIAL REPORT AND APPROVAL: (As applicable.)

6. LIAISON REPORTS: (As applicable.)

a. Chamber

b. City

c. Other

7. OLD BUSINESS:

8. NEW BUSINESS:

9. NEXT MEETING:

10. ADJORNMENT:

ADDENDUM E – TREASURER’S REPORT FORMAT

SISTER CITY COMMITTEE

TREASURER’S REPORT

**RESTRICTED FUND BALANCE DETAIL – SISTER CITIES
ALL TRANSACTIONS**

Type	Date	Num	Name	Memo	Amount
3101 – Restricted Funds					
3113 – FB – Sister Cities					
Deposit					
Invoice					
Check					
Bill					
Total 3113 – FB – Sister Cities					
Total 3101 – Restricted Funds					
TOTAL					

NOTE: The above format is a computer-generated format from the financial software used by the Forest Grove/Cornelius Chamber of Commerce.

FUNDRAISING AND DONATION INCOME

TRANSACTIONAL FINANCIAL REPORT – SISTER CITIES

Date	Transaction	Debit	Credit	Balance	Notes
	Deposit	\$	\$	\$	
	Withdrawal	\$	\$	\$	

ADDENDUM F – BUDGET FORMAT

**SISTER CITY COMMITTEE
BUDGET – FISCAL YEAR 20XX**

3113 – Sister Cities

3113/100 - Adult Delegation

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-110 -Activities</i>					
3113-111 - Entrance Fees					
<i>3113-120 – Decorations</i>					
3113-121 - Welcome					
3113-122 - Formal Dinner					
<i>3113-130 - Food</i>					
3113-131 - Breakfast					
3113-132 - Lunch					
3113-133 - Dinner					
3113-134 - Snacks					
3113-135 - Beverages					
<i>3113-140 - Gifts</i>					
3113-141 - Official City					
3113-142 - Delegates					
<i>3113-150 - Supplies</i>					
<i>3113-160 - Transportation</i>					
3113-161 - Bus Rental					
3113-162 - Gas					
3113-163 - Parking					
3113-164 - Trimet Passes					
<i>3113-160 - Other</i>					
SUBTOTAL	\$ -		\$ -		\$ -

3113-200 - Student Delegation

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-210 - Activities</i>					
3113-211 - Entrance Fees					
<i>3113-220 - Decorations</i>					
3113-221 - Welcome					
3113-222 - Formal Dinner					
<i>3113-230 - Food</i>					
3113-231 - Breakfast					
3113-232 - Lunch					
3113-233 - Dinner					
3113-234 - Snacks					
3113-235 - Beverages					
<i>3113-240 - Gifts</i>					
3113-241 - Official City					
3113-242 - Delegates					
<i>3113-250 - Transportation</i>					
3113-251 - Bus Rental					
3113-252 - Gas					
3113-253 - Parking					
3113-254 - Trimet Passes					
<i>3113-260 - Other</i>					
SUBTOTAL	\$ -		\$ -		\$ -

3113-300 - Committee Operations

	<i>Budget Amount</i>	<i>Chamber Funded</i>	<i>City Funded</i>	<i>Committee Funded</i>	<i>Balance</i>
<i>3113-310 - Memberships</i>					
<i>3113-320 - Postage</i>					
<i>3113-330 - Supplies</i>					
<i>3113-340 - Other</i>					
SUBTOTAL	\$ -	\$ -	\$ -		\$ -

TOTAL	\$ -	\$ -	\$ -		\$ -
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ADDENDUM G – REQUEST FOR EXPENSE REIMBURSEMENT FORM

**SISTER CITY COMMITTEE
REQUEST FOR EXPENSE REIMBURSEMENT**

Date: _____

Name of Requester: _____

Type of Expense: Adult Delegation ____; Student Delegation ____; Committee Operations ____

Purpose of Expenses: _____

<i>Category of Expense:</i>	<i>Item Description:</i>	<i>Quantity:</i>	<i>Cost:</i>
Activity			
Decorations			
Food			
Gift			
Supplies			
Transportation			
Other (Describe Use)			
TOTAL			\$ -

Form Instructions: Reimbursement requests must be approved by the Sister City Committee. Please include the original receipts with the form. When turning in a request for reimbursement, you must place the expense into one of the categories listed above. Any requests without this information will not be paid until this is done correctly.

Official Committee Use Only:	
Paid by:	
Date:	
Check #:	

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ADDENDUM H – SISTER CITY DELEGATION MEMBER APPLICATION FORM

SISTER CITY DELEGATION MEMBER APPLICATION FORM

- Copy from Forest Grove City website.
- Must include a check box for Adult or Student applying.
- Must include expectation statement that if approved, the delegate will commit to supporting the sister city program for a full two-year cycle through participation, fundraising or hosting.

ADDENDUM I – DELEGATION MEMBER INFORMATION EXCHANGE FORM

DELEGATION MEMBER INFORMATION EXCHANGE FORM

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

SISTER CITY EXCHANGE GUIDELINES

This needs more development...country specific.

1. Exchange purpose.
 - a. Sister City delegations exist to foster cultural exchanges
2. Delegation decorum and dynamics.
 - a. This is a delegation, not individual tourism; group participation is expected.
 - b. Individual needs will be respected, but cannot detract from the delegation's purpose and agenda.
 - c. Common courtesies are
3. International Travel.
 - a. Group dynamics – Follow designated group leader; accountability (buddy system); stick together
 - b. Documents – U.S. Passport with proper visas at all times
 - c. Luggage – No more than 1 medium size suitcase and 1 carry on per person
 - d. Clothing – Comfortable; walking shoes
 - e. Money – Exchange pre-departure; ATMs and fees; airport foreign currency exchange and rates; credit cards
4. Host Country Domestic Travel.
 - a. Documents – U.S. Passport with proper visas at all times
 - b. Clothing – Comfortable; weather dependent
 - c. Schedule – Be on time

ADDENDUM K – GUIDELINES FOR DELEGATION MEMBER STAYING WITH HOST FAMILY

DELEGATION MEMBER GUIDELINES

This needs to be developed...culturally specific.

ADDENDUM L – HOMESTAY FAMILY APPLICATION AND INFORMATION FORM

HOMESTAY FAMILY APPLICATION AND INFORMATION FORM

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

ADDENDUM M – HOMESTAY FAMILY GUIDELINES

HOMESTAY FAMILY GUIDELINES

NOTE: This form is located on the City of Forest Grove website (www.forestgrove-or.gov).

ADDENDUM M – HOMESTAY FAMILY GUIDELINES (CONT.)

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MEMORANDUM OF UNDERSTANDING

between

The Forest Grove / Cornelius Chamber of Commerce

and

The City of Forest Grove and The City of Cornelius

Preamble

The Forest Grove / Cornelius Chamber of Commerce, The City of Forest Grove and The City of Cornelius (Parties) enter into this Memorandum of Understanding (MOU) for the management and execution of Sister City relationships between the Parties and officially recognized and acknowledged cities of other nations that desire a mutual relationship with the cities of Forest Grove and Cornelius in the State of Oregon, a state of the United States of America.

The Parties agree that this arrangement is for promoting good will and cultural understanding with peoples of other countries for the mutual benefit of all concerned. The Parties further agree that the terms of this MOU are non-binding, but support will be provided in as much as resources are reasonably available. A Sister City relationship established by one City does not bind the other City for support. If both Cities mutually agree that a designated Sister City relationship is in the interests of both Cities, then support will be mutually agreed upon. For The City of Forest Grove and The City of Cornelius (Cities), this support is contingent upon their respective Council's approval. For The Forest Grove / Cornelius Chamber of Commerce (Chamber), this support is contingent upon approval of the Chamber Board of Directors.

Terms

A. Sister City Relationship

1. Establishing a Sister City Relationship – It is the expressed purview of the Cities to seek, select and establish an official relationship between their respective Cities and a city from another nation.

2. Management of Sister City Relationship - The Cities will work collaboratively with the Chamber's Sister City Committee to manage the exchange of delegations and all related travel, activities, events, educational venues and fundraising efforts.

B. Chamber Responsibilities

1. The Chamber will organize and support a Sister City Committee(s) with the expressed purpose of managing and facilitating any Sister City relationships that the Cities establish.
2. The Chamber will establish and maintain Bylaws and Administrative Instructions for the Sister City Committee(s). These Bylaws and Administrative Instructions will be coordinated with the respective Cities for accuracy and approved by the Chamber Board of Directors.
3. The Chamber will maintain the funds of the Sister City Committee in accordance with the Chamber's Bylaws and Operating Policy and provide a record of the budget and balance statement to the Cities on a quarterly basis.
4. The Chamber will solicit Chamber membership support for the Sister City activities and events in keeping with the Chamber's Mission of community service.
5. If the Sister City Committee seeks to obtain membership in the Sister City International organization, the Chamber will fund a proportional share of the annual membership dues for Sister City International. (e.g., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3).
6. The Chamber's Sister City Committee will be responsible for the following:
 - i. Recommending exchange visit themes.
 - ii. Planning adult and student delegation exchange visits including all activities, events, education and logistics.
 - iii. Planning travel for student delegation exchange visits.
 - iv. Adult and student delegation member application reviews and selection recommendation.
 - v. Organizing and conducting any fundraising events in support of student delegations.

C. Cities Responsibilities

1. The Cities will establish official Sister City relationships with cities of other nations.
2. The Cities will also:
 - i. Review for accuracy the Sister City Bylaws, Administrative Instructions and Budgets.
 - ii. Approve adult delegation exchange themes.
 - iii. Approve recommended selection of adult delegation members.
 - iv. Approve funds in accordance with paragraph C.3. below.

3. The Cities will provide budgeted funds in support of official adult and visiting student delegations, activities and events related to established Sister City relationships. The Cities will fund:
 - i. The travel of any City elected official or staff member selected to be a member of an adult delegation.
 - ii. Any official gift to be presented to a Sister City or as part of an official adult delegation.
 - iii. Transportation for visiting adult Sister City delegations.
 - iv. If the Sister City Committee seeks to obtain membership in the Sister City International organization, each City will fund a proportional share of the annual membership dues for Sister City International. (e.g., Chamber 1/3; Forest Grove 1/3; Cornelius 1/3).
4. The Cities will provide a staff liaison to the Sister City Committee to attend meetings and provide administrative support for official functions as outlined below:
 - i. Travel arrangements for official adult delegation exchanges.
 - ii. Posting of exchange visit activities and events on the Cities' websites.
 - iii. Posting a link to the Sister Committee meetings, agenda and minutes to the Cities' websites.
 - iv. Purchase of official gifts.
 - v. Official invitations for adult delegation exchange activities and events.

Agreed to and approved by:

_____ Date: _____
 President, Board of Directors
 The Forest Grove / Cornelius Chamber of Commerce

_____ Date: _____
 City Manager
 The City of Forest Grove

_____ Date: _____
 City Manager

The City of Cornelius

APPENDIX 2 – ACCULTURATION ORIENTATION AND TRAINING MATERIALS

As the acculturation materials are developed for each Sister City relationship, copies will be maintained as part of this appendix.