

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

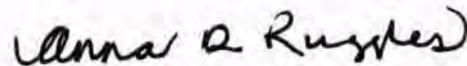
WHEREAS, the Committee wishes to formalize a foundational framework by which the successful relationship with Nyuzen was achieved and to enable future changes in an orderly way.

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

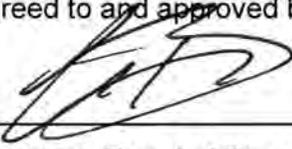

 _____ Date: November 9, 2020
 Jesse VanderZanden, City Manager
 The City of Forest Grove

_____ 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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 - 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

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.

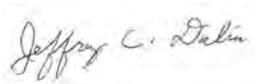
NOW THEREFORE, BE IT RESOLVED BY THE CORNELIUS CITY COUNCIL, as follows:

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.

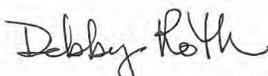
Section 2. This resolution is effective immediately upon its enactment by the City Council.

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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 - 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: _____
City Manager
The City of Forest Grove


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

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: _____