



Legislation Text

File #: 25621, **Version:** 2

Fiscal Note

No appropriation is required.

Title

Substitute - Guidelines For Starting and Maintaining a Sister City Relationships

Body

In accordance with City of Madison Resolution #44907 created in 1998, "Madison has established and supports Sister City relationships in the belief that person-to-person ties are the strongest and if we can all work for peace, that will result in a better understanding of all cultures. Sister City relationships are created to develop lasting friendships on the human level and to provide a forum for the exchange of ideas and views."

WHEREAS, there shall exist, areas of mutual interest and involvement with the prospective city in the areas of culture, business, technology, education, agriculture, sports or humanitarian goals; and

WHEREAS, there should be evidence of strong, diverse, local community for the prospective Sister City relationship in order to insure an adequate financial base and ongoing interest in exchanges; and

WHEREAS, there should be an active local organization to support and commit to the creation of a committee and its work; and

WHEREAS, in 2011, the City of Madison Sister City Collaboration Committee was established with the primary purpose to coordinate Sister City activities. The committee was also charged with reviewing applications of proposed Sister City relationships and passing their recommendations on to the Common Council for action; and

WHEREAS, The proposed Madison Sister City organization, prior to consideration of the proposed sister city relationship, shall meet the following conditions:

1. Shall have a formal structure with officers and appropriate subcommittees.
2. Shall submit to the Sister City Collaboration Committee, a work plan including activities and goals, accompanying the proposed resolution requesting an official Sister City relationship, showing how the activities of the committee will further the objectives of the Sister City Program for the next 12 months, as well as a report on all activities the committee has been involved in during the previous 12 months.
3. Shall present to the Sister City Collaboration Committee, a budget for the first year's activities following the request for a formal affiliation, showing the funds available to meet the budget requirements and indicating how the committee plans to fund its activities in the future.
4. There shall be a counterpart organization in the prospective sister city, with which, the proposed Madison Sister City organization has corresponded and obtained a positive written agreement concerning affiliation; or the proposed Madison Sister City organization must have obtained a positive written indication from the government of the foreign city that a Sister City relationship would be welcome, within a period of two years following approval of the Madison Common Council.
5. Shall apply for 501(C)(3) status from the Internal Revenue Service or become fiscally sponsored by an

established non-profit organization within two years from the passing of the resolution.

6. Subject to the Sister City Coordinating Committee annual work plans/activities. As part of the annual plan, provide specific plans for citizen participation in committee planning and trips.

7. The responsibilities of a recognized Sister City Program shall include:

a. Submit to the Sister City Collaboration Committee annual work plans/activities. As part of annual plan, provide specific plans for citizens participation in committee planning and trips.

b. Make arrangements for all trips, activities, events, ceremonies, documents and gift selection and assume responsibility for related expenses and payments.

c. Maintain status as tax exempt organization (IRS 501(C)(3) designation) or fiscal sponsorship within a two year period following approval of the Sister City relationship by the Madison City Council. Tax exempt status must be maintained as long as the Sister City relationship is determined to be active by the Sister City Collaboration Committee.

d. Clear all requests for functions involving Mayoral, ~~members of the City Council~~ or City staff appearances with the Mayor's Office and requests for functions with members of the Common Council with the Common Council President.

NOW, THEREFORE, the Sister City Collaboration Committee requests approval from the Madison Common Council of these revised guidelines for establishing a Sister City relationship with the City of Madison.