

City and County of Broomfield Sister Cities Procedure

Purpose: To establish guidelines for objectives, criteria, procedures and policies for Sister City affiliations with the City and County of Broomfield.

Sister City Background & Objectives

- The Sister City movement in the United States was inaugurated by President Eisenhower in 1956 as the "People to People program," whose purpose was to establish greater friendship and understanding between the people of the United States and the peoples of other nations through direct contact.
- The City and County of Broomfield recognizes the existence of these people-to-people relationships through the establishment of Sister City affiliations. This recognition encourages exchanges of diverse cultural, educational, artistic, scientific and professional ideas and programs.
- Sister City affiliations provide a means of facilitating mutually beneficial relationships with cities in other countries or native nations and the residents therein by creating opportunities for people in both cities to learn and experience other cultures through long-term relationships.
- It is understood that it takes time and effort to establish and maintain friendships, partnerships and learn various cultures.
- Establishing, building and maintaining Sister City relationships requires the support and participation of the City Council, City Manager's Office and residents of the City and County of Broomfield.
- Criteria for establishing Sister City relationships are essential to ensure that goals and objectives of the program are met and appropriate resources are available.
- The Sister City relationships should emphasize direct contact, communication and coordination with the people in the respective sister cities.

Criteria For Establishing And Maintaining Sister City Relationships

The City and County of Broomfield establishes the following criteria for Sister City recognition:

1. In order to assure that Sister City affiliations are genuinely reflective of the community and are managed by community organizations with resources adequate to the task, Sister City affiliations shall:

- a. Organize as a member group or committee under the umbrella of the Broomfield Council on the Arts and Humanities (BCAH). To support Sister City affiliations, BCAH shall:
 - i. Have and maintain nonprofit status under Colorado law.
 - ii. Have and maintain a Broomfield-based board of directors.
 - iii. Maintain membership in the Sister Cities International organization as necessary to enable its Sister City relationships.
 - b. Alternatively a separate umbrella organization may be established with mutual agreement between BCAH, the City and Sister City affiliated groups. Such organization shall:
 - i. Have and maintain nonprofit status under Colorado law.
 - ii. Have and maintain a Broomfield-based board of directors.
 - iii. Maintain membership in the Sister Cities International organization as necessary to enable its Sister City relationships.
 - c. Each Sister City affiliated group will:
 - i. Be prepared to undertake the financial, staffing, leadership and/or volunteer requirements necessary to properly administer such a relationship.
 - ii. Have and maintain an annual budget, a work plan, and a fund-raising report.
 - iii. Present a first-year plan of action that demonstrates, through volunteer or professional time:
 1. the ability to respond in a timely fashion to communications from the Sister City,
 2. to work with the City and County of Broomfield and with other community organizations in furthering the relationship, and
 3. to represent the City and County of Broomfield with integrity
 - iv. Annually submit a status report to a designated CCOB staff liaison by the 1st of March of each year which shall show compliance with items outlined in this section and make them available to the public.
2. A prospective Sister City affiliation should offer Broomfield residents significant exchange opportunities to enhance mutual understanding of the world's cultural diversity. In addition, the following procedures must be followed for official Sister City recognition:

- a. A citizen's organization advocating a new Sister City affiliation must present to the City Manager or his or her designee documents that demonstrate compliance with all relevant sections of this Sister City policy resolution.
 - i. The City Manager or his or her designee is responsible for making recommendations to the City Council. The City Manager or his or her designee shall advise the City Council whether the specified criteria and standards for affiliation have been met, and shall present to the Council any further information for or against the proposed affiliation.
 - b. Sister city recognition must be approved by the City Council.
 - c. After a sister city is approved by City Council, the City Manager or his or her designee has the authority to set policies or procedures.
 - d. Although the City Manager or his or her designee may determine there is an appropriate relationship to commit City funds to, City funds are not guaranteed for any project or relationship and must be specifically requested from the City and will be considered on a case by case basis. If required for the specific request, funds will be approved by Council.
3. Factors taken into consideration when selecting a Sister City:
- a. The number of Sister City relationships the City and County of Broomfield enters into should not exceed the resources (e.g. budget, administrative support) available to the nonprofit group organizing, implementing and continuing the relationship.
 - b. Established goals and objectives for each Sister City in order to evaluate whether the relationship aligns with the goals of the City and County of Broomfield and within the resources available.
 - c. Clearly defined and mutually agreed upon expectations for the responsibilities of the City and County of Broomfield and the proposed Sister City, and the benefits to each city.
 - d. Adequate financial support by the non-profit organization for exchanges and the maintenance of the Sister City relationship.
 - e. An awareness by the proposed sister city of the responsibilities required in maintaining a relationship.
 - f. Any other relevant consideration that the City and County of Broomfield is aware of and considers relevant to the decision.

Established Sister City Relationships

1. Each Sister City relationship shall be reviewed by the City Manager or designee at a minimum of every five (5) years to determine whether the City's goals and objectives are being met.

- a. Should it be determined that a Sister City relationship is not meeting the City's goals and objectives, the City Manager or designee shall evaluate the situation and make recommendations to City Council whether to terminate or retain the relationship.
2. Any change in the legal status or other significant changes affecting a Sister City affiliation must be promptly reported to the City and County of Broomfield City Manager or his or her designee.
3. The City Manager may appoint a staff liaison with umbrella responsibility to work with Sister City organizations for the purpose of coordinating communications between the City and County of Broomfield and the individual Sister City organizations, other international groups and the community at large.
 - a. Staff liaison may annually review each Sister City relationship to determine the extent to which each Sister City relationship complies with these policies and criteria and make recommendations to the City Manager concerning the relationship.
4. By entering into a Sister City affiliation, the City of Broomfield does not recognize or endorse political actions of the respective Sister City government. Any protocol between the City of Broomfield and a Sister City shall include a stipulation to that effect.

Other Relationships

- Outside of this Sister City policy, there may be other designations or informal relationships that are not subject to this policy nor are formally recognized by the City and County of Broomfield. If a relationship is not formally recognized by the City and County of Broomfield and there is no City and County of Broomfield involvement, these policies and procedures do not apply. These may include:
 - Friendship cities
 - Twin or 'Twinning' cities