

Santa Barbara Sister Cities Board  
GUIDELINES FOR ESTABLISHING A NEW SISTER CITY

Local residents who advocate establishing a new Sister City relationship may approach the Santa Barbara Sister Cities Board. The following guidelines and procedures need to be followed.

Characteristics of Proposed City

1. Proposed city must be compatible with South County's population, culture, education, and geographical structure. In this regard the proposed city's characteristics should include items which would be mutually beneficial in the long-term including, but not limited to, educational and cultural institutions, activities and organization, and economic resources and conditions.
2. Proposed city has an interest and the desire to become a Sister City to Santa Barbara. The proposed city should have and maintain a name and contact list (minimum of 12 members) of citizens who support the relationship.
3. Proposed city should have solid local government and citizen support for the proposed relationship.
4. Proposed city should have an established contact person within the governmental structure.
5. Proposed city should have the potential for exchanging delegates.
6. The Santa Barbara Sister Cities Board should be reasonably assured of the political stability and economic stability of the proposed city as well as its potential for a long-term, mutually beneficial relationship.

Requirements for a New Sister City

1. The advocate group must demonstrate sufficient Santa Barbara resident volunteer involvement willing to take full responsibility for establishing a firm relationship. Our Sister City Board will appoint a small (3 member) "Advisory Team" to assist the advocate group in meeting our basic requirements. After a suitable period (minimum of 18 months and up to 2 years), they will either bring the applicant city to our Board for approval to proceed or recommend against it for cause. \*\*During this time, the Advisory Team will help the advocate group and be sure to accomplish all the necessary goals that will be laid out in a separate, evolving document. See 'GUIDELINES FOR CONTINUING A SISTER CITY' \*\*
2. The advocate group should select a chair and establish a governing board (typically including a vice-chair, secretary and a treasurer) authorized to carry forward the application for recognition as a Sister City, with a minimum membership of twelve (12).
3. The advocate group would be required to have sufficient funds to be able to finance their first year of operation, including but not limited to revision of the Santa Barbara Sister Cities Brochure and contributions to board approved events. The group shall indicate the source of current and future funds.
4. The advocate group must appoint one representative and one alternate to serve on the Sister Cities Board and attend Board meetings.
5. The advocate group must submit and maintain a tentative plan for the coming year to include, but not limited to, scheduled meetings and specific exchanges or activities designed to further the ties between the cities.
6. The Santa Barbara Sister Cities Board should be assured of the potential for a long-term mutually beneficial relationship with the proposed Sister City.

Modified and Approved by the Board on September 4, 2019

## Santa Barbara Sister Cities Board

### GUIDELINES FOR CONTINUING A SISTER CITY

If any of the following guidelines are not met and no action is taken to correct the defect over a reasonable period of time, the Santa Barbara Sister Cities Board will consider recommending to the City Council and SCI that the relationship with the Sister City organization be dissolved.

1. The SB Sister City organization should be able to demonstrate sufficient local involvement on an ongoing basis and be willing to take responsibility for maintaining a firm relationship.
2. The Sister City organization in the other country should demonstrate sufficient local involvement on an ongoing basis.
3. The SB Sister City organization should have approved exchanges with both sides of the sister city relationship a minimum of every four years.
4. The SB Sister City organization should have a minimum membership of 12. The organization should have a governing board with a designated chair.
5. The SB Sister City organization should appoint a representative and alternate to the Sister Cities Board and at least one of them should attend meetings of the Sister Cities Board.
6. The SB Sister City organization should have sufficient funds for periodic revisions of the Santa Barbara Sister Cities brochure and contribute as required to approved events.
7. The SB Sister City organization should provide a list of members to the Santa Barbara Sister Cities Board once a year and submit an annual report to the Chair of the Board with information on activities for the year ending June 30 of each year.
8. The SB Sister City organization must submit and maintain a tentative plan for the coming year to include, but not limited to, scheduled meetings and specific exchanges or activities designed to further the ties between the cities.

Approved September 4, 2019