

Types of Affiliations

Relationship

A relationship is formed when the mayor or highest elected official (or, if elections do not take place, highest appointed official) from a U.S. community and a community in another country or territory sign a formal agreement on behalf of their communities endorsing a “sister city/cities” relationship. **Sister city agreements shall be considered active/valid unless otherwise indicated by one or both of the respective communities.**

International shall formally recognize only those relationships by cities/members in good standing (i.e. who are current on membership dues) in its Membership Directory or on its website. However, International shall not assert as invalid or otherwise impugn the legitimacy of those relationships formed by non-members.

A or Friendship Cities relationship is often formed by cities as a “stepping stone” to a more formal “Sister City” agreement. Typically Friendship City agreements are referred to as such in the formal documents that are signed. International shall recognize relationships by members in its Membership Directory and website.

As per International Board of Directors:

International will recognize a new affiliation between a U.S. and an international community, even though another affiliation may exist between that international community and a different U.S. community, only if a cooperative agreement among all involved communities is filed with International. If a cooperative agreement is denied, or no response to the request is received within a reasonable amount of time, International will recognize the partnership as a and it will be delineated as such with a symbol in the membership directories.

The cooperative agreement *must be sent by* the Mayor/County Executive/Governor of the requesting community, and *must be sent to* the Mayor/County Executive/Governor of each of the existing partnership communities. Although the Mayor/County Executive/Governor may request input from, or may be given input by, the program, it is up to the discretion of the Mayor/County Executive/Governor to sign the cooperative agreement. Although International will help with the cooperative agreement process, it is up to the requesting community to get the agreement signed. **Cities International will not, in any way, force a community to “share” and sign the cooperative agreement.**

To place a relationship into **Emeritus** status, the mayor or highest elected official of the U.S. community must write a letter to the mayor of the foreign city indicating that they wish to remain , but understand that the relationship will remain inactive until such time as both cities are able to sustain an active relationship. International should be informed in writing by the mayor of the U.S. city of the situation. International will

then place the partnership into Emeritus Status and will reflect this status in directories and all lists of [REDACTED] programs.

If a community wishes to **terminate** a [REDACTED] relationship, then a letter from the mayor or highest elected official of the U.S. city should be sent to the mayor of the [REDACTED] Cities International should be informed of this action in writing by the mayor of the U.S. city and [REDACTED] International will then remove the partnership from its directories and all lists of [REDACTED] programs. We do not recommend terminating a relationship simply because it is dormant. Many partnerships wax and wane over the years, and in many cases a dormant partnership may be reinvigorated by local members years after it has been inactive.

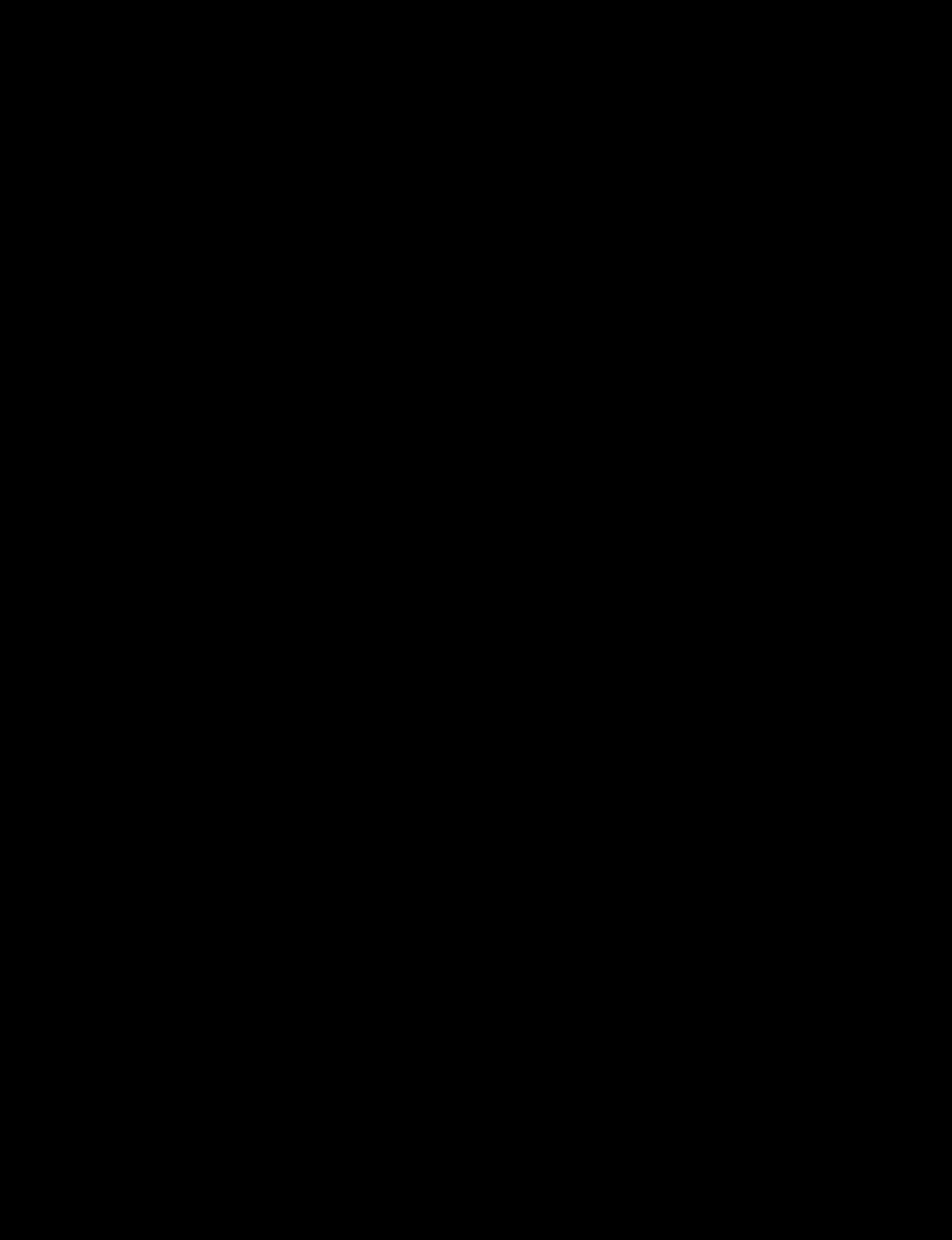
General Guidelines

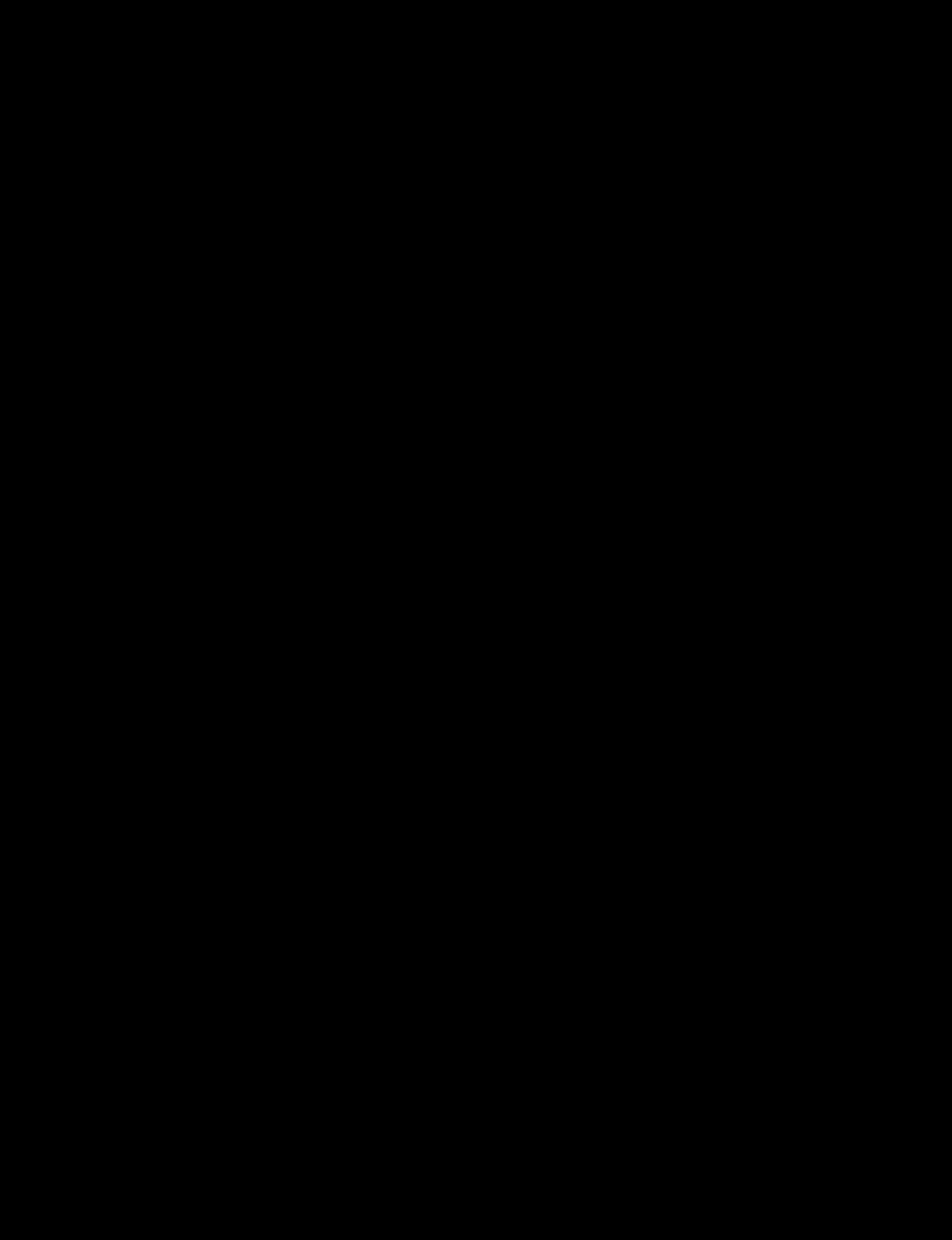
In order for a [REDACTED]/county/state partnership to be recognized by [REDACTED] International (SCI), the two communities must sign formal documents which clearly endorse the link. This presumes several key items: that the U.S. community is already a member of SCI and has followed proper procedures (e.g. passed a city council resolution declaring the intent to twin with the specific city); that both communities share a mutual commitment to the relationship; and that both have secured the necessary support structure to build a lasting relationship. You should check with your local [REDACTED] program to see if they have any additional requirements before pursuing a [REDACTED] relationship.

SCI often refers to these agreements as a “Sister City Agreement” or “Memorandum of Understanding.” However, as the following examples show, the actual name and format of your documents is left up to you.

A few things to keep in mind as you draft your agreement:

- **Your agreement can range from the ceremonial, with language focusing on each city’s commitment to fostering understanding, cooperation, and mutual benefit to the precise, with particular areas of interest, specific programs/activities, or more concrete goals related to anything from numbers of exchanges to economic development.**
- **Don’t try to include everything you plan to do. Some specifics, like particular areas of interest or participating institutions are good to include. However, there’s no need to include all the programs you plan to do if it makes the document too lengthy or limits the scope of projects.** This is a formal document to establish the relationship; specific tasks, responsibilities, or other nuts-and-bolts text related to implementation or administration of the partnership can be expressed more fully in a separate memorandum between the respective [REDACTED] committees. Your partnership agreement is a historical document and should not be dated or limited by being aligned with very specific tasks.
- Work with your counterparts. Remember that this is signed by both cities. You should share drafts of your agreement with your international partners and solicit feedback on **what they’d like to see in the agreement. Be flexible to cultural or municipal priorities.**
- Ask your counterparts to translate the agreement if it is drafted in English. It is important for the citizens of your partner community to be able to read and understand the commitment their city has made. Have someone in your own community who







SisterCities
INTERNATIONAL

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Partnership Agreement Toolkit



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

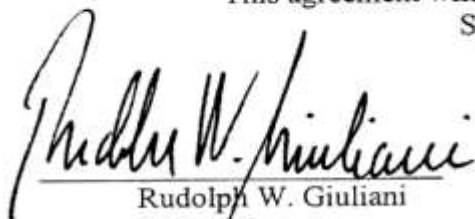
THE NEW YORK CITY-LONDON SISTER CITY PARTNERSHIP Memorandum of Understanding

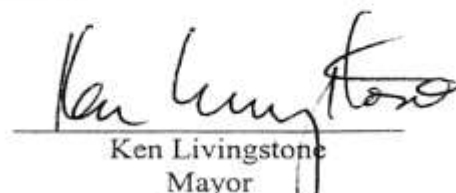
The Sister City partnership between New York City and London will foster mutually beneficial solutions to common challenges for these two great cosmopolitan entities. Consequently, the Sister City relationship between the two will be one of the most important in their network of global partnerships, as it strives to:

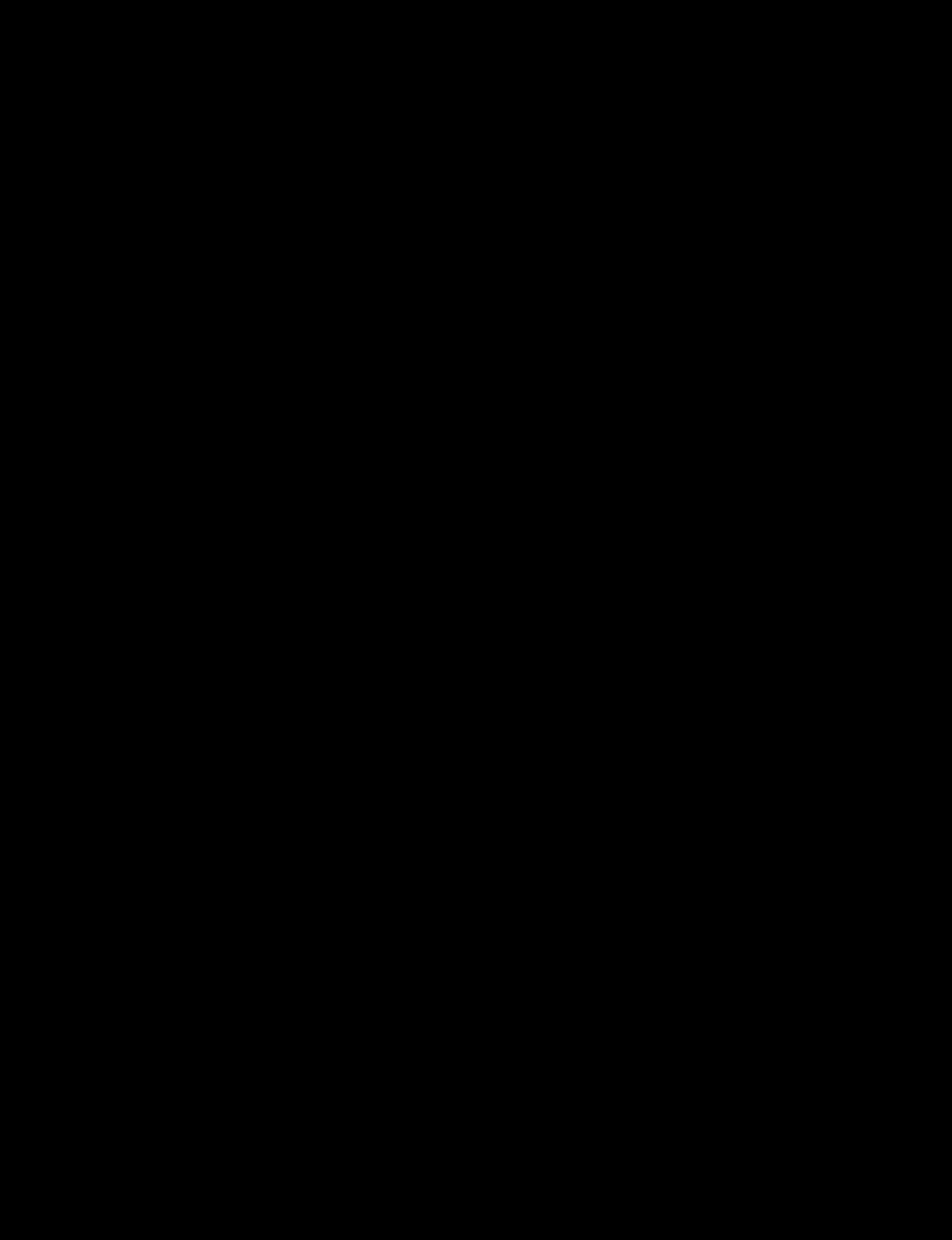
- Encourage and publicize existing exchanges between London and New York City so that they can flourish to benefit a wider cross-section of the citizens of both;
- Support and promote the development of new social, economic, academic and community programs to encourage both cities' citizens to share their experiences as a medium for learning from one another;
- Generate an improvement of the operation of the cities' various government agencies by serving as a conduit of information;
- Identify themes, common to both, that can generate new initiatives to further and nurture the increasingly powerful financial, social and cultural relationships between the cities;
- Promote key mayoral priorities relevant to both London and New York City;
- Provide financial or in kind support to community-led programs that advance the aims of the Sister City partnership;

With the above purposes in mind, the Mayor of the City of New York and the Mayor of London solemnly confirm that these two cities are united by an official partnership by the protocol of this Memorandum of Understanding.

This agreement will go into effect from the date of signatures.
Signed in March of 2001


Rudolph W. Giuliani
Mayor
New York City


Ken Livingstone
Mayor
London





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REAFFIRMATION OF SISTER CITIES DECLARATION

adopted by THE HONORABLE RICHARD M. DALEY
MAYOR OF CHICAGO

and THE HONORABLE ZHANG RONGMAO
MAYOR OF SHENYANG

ON

JUNE 5, 1995

On this the tenth anniversary of the signing of a sister city agreement, in order to further the traditional links of friendship between Chicago and Shenyang and to reaffirm their mutual aspiration to work in unison for the benefit of their cities and nations, the Honorable Mayor Richard M. Daley, Mayor of the City of Chicago, and the Honorable Zhang Rongmao, Mayor of the City of Shenyang, on this fifth day of June 1995, do hereby acknowledge and reaffirm the sister cities agreement between the City of Chicago and the City of Shenyang.

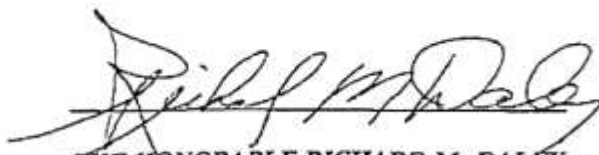
The City of Chicago and the City of Shenyang on the basis of friendly cooperation, equality and mutual benefit will continue to develop a sister cities relationship to promote and broaden economic cooperation and cultural exchanges between the two cities.

The two cities do hereby declare their interest in exploring the establishment of business and trade relations between Chicago and Shenyang.

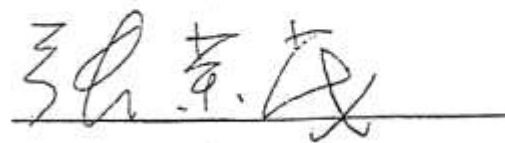
In addition, exchanges will be promoted in the area of the arts such as exhibits, music, dance and other cultural activities.

In addition, exchanges will be promoted in education and the establishment of contacts within educational institutions encouraged.

In addition, we declare our intention to promote exchanges in such fields as science and technology, sports, health, youth and any areas that will contribute to the prosperity and the further development of friendship between the people of our two cities.



THE HONORABLE RICHARD M. DALEY
MAYOR OF CHICAGO



THE HONORABLE ZHANG RONGMAO
MAYOR OF SHENYANG