

Application form: Sister City Relationship with Tacoma, WA

A. Initiating a Request (from the Tacoma side)

- 1) An individual, group, organization or government body, hereinafter referred to as the **Initiator**, establishes contacts within the proposed sister city to determine interest in a sister city relationship. A visit, at the sole expense of the **Initiator to** the proposed city is optimal, but not required.
- 2) The **Initiator** recruits a Committee with at least (8) grass roots volunteers with broad community representation and gathers letters of support from local organizations, businesses and institutions.
- 3) The **Initiator** researches the proposed new city and submits a written proposal addressing all issues identified in Tacoma Sister City Program *Criteria for Selecting a Sister City* (attachment #1).
- 4) The **Initiator** makes a presentation to the Sister Cities Council showing that there are sufficient volunteers willing to take responsibility for establishing a relationship (i.e. a list of individuals, local organizations and institutions that support the partnership) and affirms, before the Council, a willingness to assist in fund raising for the maintenance of the partnership and provides evidence that the proposed City is also willing to maintain a relationship.

A. Initiating a Request (from the non-Tacoma side)

- 1) An individual, group, organization or government body, hereinafter referred to as the **Initiator**, establishes contacts with the Tacoma sister city coordinator.
- 2) Tacoma sister city coordinator sends application materials to the **initiator** (cc'ing the Sister Cities Council Chair) and asks them to submit a written proposal addressing all issues identified in Tacoma Sister City Program *Criteria for Selecting a Sister City* (attachment #1).
- 3) The **Initiator** sends back application materials and they are presented to the Sister City Council for consideration.
- 4) The sister city council appoints a **point person** who recruits a Committee with at least (8) grass roots volunteers with broad community representation and gathers letters of support from local organizations, businesses and institutions for the proposed City.
- 3) The **point person** researches the proposed new city and submits a written proposal addressing all issues identified in Tacoma Sister City Program *Criteria for Selecting a Sister City* (attachment #1).

4) The **point person** makes a presentation to the Sister Cities Council showing that there are sufficient volunteers willing to take responsibility for establishing a relationship (i.e. a list of individuals, local organizations and institutions that support the partnership) and affirms, before the Council, a willingness to assist in fund raising for the maintenance of the partnership.

B. Sister City Council Response

1) The Sister City Coordinator contacts Sister Cities International to inquire if there are any impediments to “Sistering” with the proposed city. This information is then presented to the Tacoma Sister Cities Council. If another U.S. has a sister city relationship with the proposed city, the Council will need to determine if the existing U.S. city is willing to enter into a cooperative agreement with Tacoma, WA to share the same international partner.

2) The Sister Cities Council votes for, or against, pursuing the city recommendation by the **Initiator**.

3) If the vote is negative, a letter is written to the **Initiator** explaining why the relationship was not approved and what if anything is needed to approve the request.

4) If the vote is affirmative, the Sister Cities Council recommends that a presentation be set up with the Economic Development Committee.

5) If the vote is affirmative, the Sister Cities Council reports in writing its recommendation to pursue the new city to Mayor and City Council.

6) The City Council votes to approve the new Sister Cities relationship.

7) Within one year from the date the City Council approved the establishment of a new Sister City relationship, an official delegation from Tacoma to the Sister City or vice versa will be scheduled in which official Sister Cities papers are signed. These are filed with Sister Cities International. (Go to Sister Cities International for copies of forms.)

C. Tacoma City Council Response

1) Tacoma City Council votes to approve or reject the recommendation from the Sister Cities Council to enter into a new Sister City relationship.

2) If the decision is positive, the Tacoma City Council adopts a Resolution declaring their intent to “sister” with the proposed city and the counterpart governing body of the new sister city also adopts a similar resolution of intent.

D. Official Affiliation / Signing Ceremony

1) During an official visit (in either city), the Mayor or top elected official available from each city, sign a Sister City Agreement.

2) All official documents should be written in English and in the language of the counterpart community. Both communities should receive a signed set of the official documents in both languages for their records.

3) One copy of all official letters and resolutions should be sent to Sister Cities International, the U.S. Embassy in the country of the sister city and the partner country's embassy in the U.S.