

Exhibit A City of Austin Sister Cities Program Policies and Procedures

I. International Sister Cities Executive Committee

The Austin City Council shall create and maintain an International Sister Cities Executive Committee (hereinafter referred to as the Executive Committee) which shall oversee and provide general direction for the City of Austin's Sister Cities Program and related international relations efforts.

The purpose of the Executive Committee shall be to:

- A. Foster and promote friendly relations and understanding between and among the peoples and communities of the United States and foreign countries;
- B. Further economic cooperation and cultural exchange;
- C. Develop, compile and exchange information with officials and citizens of foreign countries;
- D. Plan, develop and implement mutual economic and cultural activities with municipal officials and citizens of foreign nations;
- E. Cultivate mutual understanding of respective economic problems and cultural development experienced by people and communities of the United States and foreign nations; and,
- F. Screen and evaluate requests for Sister Cities affiliations and activities.

II. Composition of the Executive Committee

The Mayor or Mayor Pro-Tem shall chair the International Sister Cities Executive Committee. The Chairperson of each currently active Sister Cities Committee shall be appointed to sit on the International Sister Cities Executive Committee, which appointments shall be confirmed in writing by the Mayor. Provisions may also be made for representatives from the local Chambers of Commerce, the Austin Foreign Trade Council, other community sectors and/or representatives at-large.

Officers of the Executive Committee shall include the following:

Chairperson
Vice-Chairperson
Treasurer
Secretary

The chairperson shall serve as leader and spokesperson for the Executive Committee, chair all meetings and provide general policy and program direction for the City of Austin's Sister Cities efforts. The Chairperson and the Executive Committee shall have the responsibility to review and recommend the

creation and maintenance of individual Sister Cities relationships, subject to the final approval by resolutions of the City Council.

The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence. The Vice-Chairperson shall also assist the Chairperson in policy and program development.

The treasurer shall be responsible for the overall financial management of the Sister Cities Program and shall prepare financial reports as required. Including quarterly statements of the financial activity of the Executive Committee and an Annual Financial Report of the financial activity of the individual Sister Cities Committees. Note that the Treasurer is not in charge of fundraising.

The Secretary shall notify all Executive Committee Members of meetings, compile the agenda and keep accurate minutes of Executive Committee proceedings for distribution to the Mayor, Executive Committee Members and the City of Austin Sister Cities Staff Liaison. The Secretary shall also coordinate internal communications and correspondence relating to the activities of the Executive Committee and prepare an Annual Activity Report on the City of Austin's Sister Cities Program, the distribution of which shall include Sister Cities International.

The Mayor and/or a City Council Member shall be appointed by the City Council to serve as an Ex-Officio Member of each individual Sister Cities Committee. The continued involvement of City Council Members as Ex-Officio Members of the Sister Cities Committees shall be reviewed in June of each calendar year.

Other Ex-Officio Members may also be invited to serve on the Executive Committee, subject the approval of its voting members. The Executive Committee may also form an Advisory Board or other Special Committees as it may deem appropriate.

III. Meetings of the Executive Committee

While the Executive Committee shall meet at least quarterly, Special Meetings may be called by the Chairperson or by written notice to the Chairpersons or by written notice to the Chairperson by a majority of the Executive Committee Members.

IV. Committees of The Executive Committee

The Executive Committee may from time to time form any or all of the following Standing Committees:

- Arts and Cultural Exchange
- Budget and Finance
- Education and Academic Relations
- Economic and Trade Relations
- Fundraising (not chaired by the Treasurer)
- Government Relations
- Hospitality and Logistics
- Membership and Community Support
- Nominations and Elections
- Organizational Relations
- Planning
- Professional and Technical Exchange

Public Relations and Communications
Sports
Translators and Interpreters
Youth Activities

These committees shall be composed of a Chairperson from the Executive Committee and appropriate counterparts from the individual Sister Cities Committees.

V. Establishment and Maintenance of Sister Cities Relationships

Each Sister Cities Committee shall be responsible for their total International Sister Cities Program, with the advice and consent of the Mayor and the City Council. For the creation and maintenance of a Sister City relationship, the following requirements must be met by the individual Sister Cities Committees:

Form and maintain an active, broadly representative group of at least 20 persons which shall be ratified as a "City of Austin Sister Cities Committee" by a majority vote of the Executive Committee at such time as the Executive Committee deems appropriate. Until such ratification, pending Sister Cities Committees shall be known as "Candidate Sister Cities Committees." The Chairperson of each Sister Cities Committee shall appoint individual members who shall also be ratified by the Executive Committee.

Individual Committees may, at their option, establish both a dues structure to cover administrative and operational expenses and/or any auxiliary organization(s) which they deem beneficial in furthering their missions and goals.

Demonstrate in writing that a developed and committed relationship exists with the prospective International Sister City to ensure that the relationship is and remains effective, reciprocal and sustaining. This documentation must include evidence of the existence of an active counterpart organization in the foreign city and a statement of the benefits of the relationship in a minimum of six prioritized areas – Trade/Economic Development; Technical Exchange, Research and Development, Academic Exchange, Arts/Culture, Sports and Tourism/Citizen Exchange.

Establish written mission statements, goals, objectives and a work plan to include development and implementation of exchange progress in trade, education, cultural arts, and other areas of mutual beneficial interest to the participating Sister Cities.

Petition for and obtain the written endorsements of the Executive Committee and the City Council. Following Executive Committee approval, joint resolution formally establishing the relationship must be obtained from the officially designated governing bodies of the two participating Sister Cities.

File copies of both resolutions with the officially designated keeper of municipal records in the participating cities and secure written approval for the relationship from Sister Cities International in Alexandria, Virginia. (Special procedures may apply in cases of Hard Currency Exchange Countries, such as the People's Republic of China and the Soviet Union).

Hold at least four (4) meetings per year and submit agendas and minutes for these meetings to the Secretary of the Executive Committee for appropriate distribution.

Submit annual activity, financial and work plan reports in June of each year for review by the Executive Committee. During the June review, the Executive Committee shall assess the individual Sister Cities Committee's effectiveness and accomplishments over the past twelve months and determine if it is in the City of Austin's best interests to continue the relationship.

Coordinate external fundraising efforts at the minimum level of \$3,000 per year. In-kind contributions of \$1,000 or more may be used to reach the \$3,000 required funding level; however, the specific dollar value of all in-kind contributions must be verified in writing by the contributor.

Coordinate one (1) exchange per year in any of the categories listed in V.B. above which involve a minimum of 10 (10) participants from the foreign Sister City.

Initiate and maintain regular and sustained communications and correspondence with their counterpart organization in the foreign Sister City. A newsletter is also suggested.

Maintain active representation on the Executive Committee.

VI. Deactivation of Sister City Relationships

Failure to meet any of the criteria listed in Section V above may result in the deactivation of a Sister City relationship, as outlined below:

Administrative Deactivation

Failure to meet the given criteria continue for a period of one calendar year, the City of Austin and the Executive Committee may withdraw formal support of the Sister Cities relationship, including but not limited to cessation of staff, service, facility, financial and/or in-kind support for the individual Sister Cities Committee's activities, projects, programs, and/or routine business.

Should the failure to meet the criteria continue for a period of two calendar years, the Sister Cities Committee shall lose its representation on the Executive Committee, and notice shall be sent to Sister Cities International that the City of Austin wishes to administratively deactivate the program. Further, the members of the given Sister Cities Committee shall forfeit all rights of affiliation, in word and deed, with the City of Austin's Sister Cities Program and shall revert to Candidate Membership Status.

Formal Deactivation

Should the failure to meet the criteria continue for a period of five calendar years, notices shall be sent to Sister Cities International that the City of Austin wishes to formally deactivate the relationship and drop the program from Sister Cities International's rolls.

The Executive Committee may, at its option, initiate any of the above deactivation procedures at any time.

VII. Credentials

Individuals participating in the Sister Cities Program shall have no credentials until their membership is ratified by the Executive Committee.

All visits to foreign Sister Cities and/or any Sister Cities events conducted in the name of the City of Austin shall be planned, coordinated, and funded by the appropriate Sister Cities Committee(s) and approved in advance by the Mayor, including the content of any gifts, presentations, and so forth.

Any citizen purporting to represent the City of Austin in a Sister Cities event must have the appropriate credentials in advance of such representation. Participating membership in an active Sister Cities relationship and written credentials from the Mayor designating the individual as an Official Representative of the City of Austin's Sister Cities Program shall constitute "appropriate credentials." The Mayor shall be the sole author and guarantor of all written credentials. No commitments or other representations shall be made on behalf of the City of Austin in the absence of such credentials.

VIII. Funding of Sister Cities Program Activities

No City of Austin funds from any source shall be used to support the Sister Cities Program., except as stipulated below:

The City of Austin shall in a timely manner remit to Sister Cities International the membership dues needed to remain in good standing with said organization, in accordance with the membership criteria of the Sister Cities International. These dues shall be paid from the Cost Center designated as that from which all Citywide memberships are paid. Membership in other potentially related organizations shall be borne by the various Sister Cities Committees, either individually or in aggregate.

The City of Austin may, at its option, bear the expenses associated with establishing a non-profit umbrella corporation for the Sister Cities Program, should such action be recommended by the Sister Cities Executive Committee and approved by action of the City Council. Seeking and establishing such non-profit status shall not in any way preclude similar action on the part of individual Sister City Committees. Individual Sister Cities Committees are encouraged to pursue non-profit corporate status with both the State of Texas and the Internal Revenue Service.

The City of Austin may, at its option, from time to time appropriate funding for the purpose of financing the participation of the Mayor and/or his/her designee in an active or pending Sister Cities relationship in a manner consistent with the norms of protocol. While these funds may be augmented via private donations, fundraising events or other activities, such extra monies shall be maintained in a separate bank account to be jointly administered by the Treasurer of the Executive Committee and a minimum of one other person as designated in writing by the Mayor.

The City of Austin may provide staff and volunteer support to the Executive Committee and the Sister Cities Program as a function of prevailing budgetary and personnel conditions.

Beyond the items listed above, all other expenses of the establishment and maintenance of Sister Cities relationships, including financial support of the participation of the Mayor or a Council Member in a foreign visit when requested and approved by a Sister Cities Committee, shall be borne by the Sister Cities Committee(s). All fundraising efforts must be approved in advance by the Treasurer of the Executive Committee.