

## Procedure for Considering a New Sister City Relationship

1. When a group, city, organization, or individual expresses interest in partnering as a Sister City, the Executive Director, in consultation with the Chair of the Committee on New Cities (Committee), will evaluate the level of interest or commitment by the requesting party and by others in Nashville and the proposed partner city.
2. The Chair and the Executive Director will report to the Committee on the request and any relevant information gathered.
3. The Committee will consider the report and decide whether to proceed with exploration of a possible partnership. The Committee will conduct exploratory conversations, meetings, and information gathering as it sees fit.
4. The Committee will report to the Board on its activities and will recommend whether SCN should proceed with further steps in exploring a new partnership at that time. The Committee will recommend whether SCN should officially express an interest in proceeding with a partnership.
5. If the Board approves further steps, the Committee will take actions toward establishing a formal relationship (as a Sister City, Friendship City, or other), including recruiting community support, contact with governmental entities, meetings between the Board and representatives from the proposed partner city, and other activities in its discretion.
6. A formal overture regarding interest in seeking partnership must be approved by the SCN Board.
7. Once there has been a mutual expression of interest, then the two cities should begin organizing one or more events, exchanges, delegation visits, etc. The Committee will be primarily responsible for these activities, but may recruit others to assist.
8. After appropriate activities and discussions, the Committee will recommend to the Board whether establish a formal Sister City relationship or any other kind of relationship. The Board will decide whether to proceed with formal recognition. The Mayor and Metro Council must approve a formal Sister City relationship.
9. A formal Sister City relationship also requires the signing, by the Mayors of both cities, of a formal Agreement establishing the relationship. All Sister City proposals to the Mayor and Metro Council must come through SCN.

Sister Cities International strongly advises cities to have at least one official delegation from their city visit their prospective sister city. Ideally, the delegation should consist of at least

one senior city official and key representatives from the community. SCI also advises that it normally takes one to two years to make the necessary contacts, to build solid sister city programs on each side and to develop good communication links before a formal relationship is established.

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