



General Guidelines

In order for a sister city/county/state partnership to be recognized by Sister Cities International, when the international community already has at least one recognized U.S sister city, **the U.S community signing the new partnership agreement must have a cooperative agreement signed by all recognized U.S. sister city partners.** The current policy set by the Sister Cities International Board of Directors states:

Sister Cities International will recognize a new sister cities 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 Sister Cities International. If a cooperative agreement is denied, or no response to the request is received within a reasonable amount of time, Sister Cities International will recognize the partnership as a *friendship city* 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 sister cities program, it is up to the discretion of the *Mayor/County Executive/Governor* to sign the cooperative agreement. Although Sister Cities International will help with the cooperative agreement process, it is up to the requesting community to get the agreement signed. **Sister Cities International will not, in any way, force a community to “share” and sign the cooperative agreement.**

After the cooperative agreement is signed a copy should be forwarded to the Membership Director at Sister Cities International. If the city declines to sign the cooperative agreement the two cities may still sign a partnership agreement, but will be listed in Sister Cities International’s directory as a “Friendship City” rather than “Sister City.” It may be helpful to inquire with all recognized U.S sister city partnerships during the “search” process to see if they are willing to “share” their sister city.

On the following pages you will find:

- An example of a request letter for a Cooperative Agreement
- An example of a Cooperative Agreement
- A template for a request letter for a Cooperative Agreement
- A template for a Cooperative Agreement

For copies of these documents in MS Word format please visit our Members Only section where they are available for download. If you have any questions about Sister Cities International affiliation policy or need assistance in contacting another city for a cooperative agreement please contact Sister Cities International at membership@sistercities.org.



SisterCities
INTERNATIONAL

Connect globally. Thrive locally.

Cooperative Agreements Toolkit



CITY OF DUNEDIN

"Dedicated to Quality Service"

P.O. BOX 1348
DUNEDIN, FLORIDA 34697-1348
(727) 298-3000

August 5, 2004

Mr. Phillip Rooney, Chairman, Board of Directors
Chicago Sister Cities International Program
78 East Washington Street
Chicago, Illinois 60602

Dear Mr. Rooney:

With reference to Sister Cities International's (SCI) affiliation policy that states,

"SCI will recognize a new sister cities affiliation between a U.S. and an international community, even though another affiliation may exist between that international community and a different U.S. city, only if a cooperative agreement among all involved cities is filed with SCI".

I, Mayor Doglione, wish to request a cooperative agreement from Chicago to officially enter into a sister city affiliation with Toronto, Ontario, Canada. We recognize that your community has shared many years of friendship with Toronto. I want to assure you that our relationship with Toronto will in no way impinge on the relationship you have worked so hard to achieve. I sincerely thank you for your consideration in this matter.

We the City of Dunedin and the City of Toronto have shared the common thread of friendship and baseball through more than 27 years with the Toronto Blue Jays Baseball Spring Training games in Dunedin. We look forward to continuing to build this relationship into a mutually rewarding one, and are eager to explore new and creative exchanges.

We also want to assure Chicago that we are eager to work cooperatively, should the occasion arise, and anticipate that the strength and creativity of our individual partnerships will grow stronger as the years go by. I am certain that our cities can jointly demonstrate to the government and residents of Toronto that we can promote and represent Sister Cities International. I am looking forward to working with you in this effort.

Sincerely,


John Doglione
Mayor

"The City of Dunedin does not discriminate on the basis of race, color, national origin, sex, religion, age, and disabled status in employment or the provision of services"



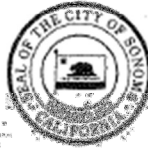
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City of Sonoma

No. 1 The Plaza
Sonoma, California 95476-6618
Phone (707) 938-3681 Fax (707) 938-8775
E-Mail: cityhall@sonomacity.org



Sonoma Sister Cities:

Aswan, Arab Republic of Egypt
Chambolle-Musigny, France
Greve in Chianti, Italy
Kaniv, Ukraine
Pátzcuaro, Mexico

June 25, 2010

RECEIVED

Honorable A. George Pradel
Mayor of the City of Naperville
400 S. Eagle Street
Naperville, IL 60540

JUL - 8 2010

SONOMA'S OFFICE
SONOMA, CA

Re: Statement of Cooperative Agreement

Dear Mayor Pradel,

With reference to Sister Cities International's affiliation policy that states:

Sister Cities International will recognize a new sister cities 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 Sister Cities International.

I, Mayor Steve Barbosa, do hereby agree to the request of the City of Naperville, Illinois to officially enter into and recognize their sister city affiliation with Pátzcuaro, México.

Sincerely,


Steve Barbosa
Mayor



Sample Request for Cooperative Agreement [LETTERHEAD/CITY SEAL]

[DATE]

The Honorable [MAYOR/COUNTY COMMISSIONER/GOVERNOR]
[MAYOR/COUNTY COMMISSIONER/GOVERNOR] of [CITY/COUNTY/STATE]
[ADDRESS]

Dear Hon. [NAME OF ELECTED OFFICIAL],

With reference to Sister Cities International's affiliation policy, which states:

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

I, [NAME OF ELECTED OFFICIAL], respectfully request a cooperative agreement from your [CITY/COUNTY/STATE] to officially enter into sister city affiliation with [INTERNATIONAL COMMUNITY]. We recognize that your community has shared many years of friendship with [INTERNATIONAL COMMUNITY]. Through this relationship we hope we will achieve the same level of understanding and mutual friendship, but want to assure you that our relationship [INTERNATIONAL COMMUNITY] will in no way impinge on the relationship you have worked so hard to achieve. I sincerely thank you for your consideration in this matter.

We look forward to continuing to build this relationship into a mutually rewarding one, and are eager to explore new and creative exchanges. We also want to assure you that we are eager to work cooperatively, should the occasion arise, and anticipate that the strength and creativity of our individual partnerships will allow both of our relationships with [INTERNATIONAL COMMUNITY] to grow stronger. I look forward to working with you in this effort, and would be happy to further discuss our potential partnership as well as ways that each of our sister city programs may, in the spirit of the sister cities movement, collaborate for mutual benefit.

Sincerely,
[NAME OF ELECTED OFFICIAL]
[SIGNATURE]
[TITLE]



Sample Cooperative Agreement
[LETTERHEAD/CITY SEAL]

[DATE]

The Honorable [MAYOR/COUNTY COMMISSIONER/GOVERNOR]
[MAYOR/COUNTY COMMISSIONER/GOVERNOR] of [CITY/COUNTY/STATE]
[ADDRESS]

Dear Hon. [NAME OF ELECTED OFFICIAL],

With reference to Sister Cities International's affiliation policy, which states:

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

I, [NAME OF ELECTED OFFICIAL], do hereby agree to the request for a Cooperative Agreement by [U.S. COMMUNITY REQUESTING COOPERATIVE AGREEMENT] to officially enter into a sister city agreement with [INTERNATIONAL COMMUNITY].

Sincerely,
[NAME OF ELECTED OFFICIAL]
[SIGNATURE]
[TITLE]