

2025 Board of Directors Candidate Application Instructions

The Sister Cities International (SCI) Board of Directors (Directors) is elected by its voting members. The election will be held virtually with electronic voting. The results of the election will be announced at the SCI Annual Business Meeting scheduled for Wednesday, July 23, 2025, in Fort Worth, Texas. More information on the election, as well as service on the Board of Directors can be found in the FAQ section on the SCI website. Sister Cities International is committed to the values of Diversity, Equity, and Inclusion in our organization at all levels.

Eight (8) at-large board positions will be filled by election. Seven (7) at-large positions are for full three-year terms (2025-2028). One (1) at-large position is for a one-year term (2025-2026).

Candidates seeking these positions must agree to all requirements listed on the Board application. If elected, you **agree to attend in person or virtually four** annual leadership meetings; except you must attend in person for the annual business leadership meeting, in which you are a candidate. Every Board member agrees to make a donation of \$2,500 at the beginning of each year served on the Board of Directors. It is the policy of the SCI that every candidate applying for a Board position, including current Directors running for a second term, must submit their application materials and all supplementals **before midnight Pacific Time on Monday, April 28** to Kerri Carter at Election@SisterCities.org. Applications received after this date and time will not be considered.

The application materials to be submitted include:

1. Application – to be completed, signed, and *submitted as a PDF*.
2. Narrative Portion – submit answers to the following in *Word format* with your application materials. All narrative answers will be reproduced in each candidate’s profile on the SCI website and in other election materials provided to voting members. Please take note of all word count limits throughout the application. If an applicant exceeds the desired word count, Sister Cities International may edit your response to meet the requirements.
 - a) A brief biographical description, including relevant experience in your sister city program or other organizations (up to 250 words).
 - b) A statement of why you want to run for the Board of Directors (up to 200 words).
 - c) The major skills and assets that you will bring to the Board (up to 75 words).
3. Headshot/Photograph – for use on election materials and ballot. Please *submit as JPEG or PNG*.
4. Letter of Support – from an elected official or representative of a local sister city program (Board Chair/President/Committee Head). If you have questions about recommender’s eligibility, please contact Kerri Carter at Election@SisterCities.org. Please *submit as a PDF (max size, 1MB)*.

All candidates will receive electronic confirmation of their applications within two days of receipt. If you do not receive confirmation within two days, please contact Kerri Carter at Election@SisterCities.org or call 202-347-8630.

Please be sure to review the FAQs for Board applicants, attached and also available online [here](#).

This page is to be filled out, signed, and submitted [*in PDF format*] with the other required application materials before **midnight Pacific Time on Monday, April 28, 2025**, to Kerri Carter at Election@SisterCities.org.

Desired (check one box): **General Board Member** (age 21+) or **Young Professional Representative** (age 21-34 years old at the time of election)

Salutation _____ First Name _____ Last Name _____

Company/Organization _____ Title _____

Address _____

City _____ State _____ Postal Code _____

Daytime Phone _____ Mobile Phone _____

Email(s) _____

Local sister cities organizations to which you belong (or nearest sister city member):

City _____ State _____

Address, phone numbers, and email address will be used exclusively by Sister Cities International and Board of Directors. will not be shared with members or other individuals without express consent of the applicant.

I, _____, agree to the following:

- I understand that I am **required to attend the Annual Business Meeting in person** (scheduled for Wednesday, July 23, 2025, in Fort Worth, Texas) and participate in candidate forums.
- I am obligated to attend **in person or virtually** the four (4) annual board leadership meetings each year in addition to the Annual Business Meeting. The leadership meetings are Summer 2025 (two meetings held on consecutive days), Fall 2025, and Spring 2026.
- I will understand I am responsible for a dues contribution of \$2,500 annually to Sister Cities International to be paid at the beginning of each year of my term of office. **The Young Professional Representative shall be exempt from the annual monetary financial obligation.**
- I have read the Board of Directors FAQ and have a copy of Sister Cities International's Bylaws and Board Policies.
- I understand that upon receipt of this information, it shall be deemed that consent is given to distribute any or all of the information to the members of the Corporation, general public, media and otherwise as may be related to candidacy or election to the Board of Directors, unless expressly stated otherwise.

Code of Conduct: Candidates for Sister Cities International Board of Directors will adhere to the highest standards of integrity, respect, and accountability. Candidates will conduct themselves professionally, honoring Sister Cities International's commitment to cultural diplomacy, inclusivity, and ethical behavior. By applying, I agree to prioritize the organization's mission, avoid conflicts of interest, and act in ways that foster trust and collaboration within the global community. Any conduct that compromises the organization's reputation, mission, or values will disqualify a candidate from board consideration.

I understand that failure to adhere to the above, failure to submit all necessary application materials before the stated deadline, or the withdrawal of any application materials will result in the disqualification of my candidacy from Sister Cities International's 2025 Board of Directors Election.

Signature: _____

Date: _____

Monday, March 3 – Application posted to SCI website

Monday, April 28 – Applications due before midnight Pacific Time

Tuesday, April 29 – Friday, May 2 – Elections Subcommittee reviews applications and certifies candidates

Monday, May 5 – Friday, May 9 – Board Development Committee meets to review candidates and make recommendations

Monday, May 19 – (minimum 60 days prior to the Annual Business Meeting) – Certified Candidates and Amendments to the Bylaws posted to website

Monday, June 2 – Friday, June 6 – Preparation of Voting Platform and Mock Election

Monday, June 2 – Friday, June 6 – Virtual Candidates Forum, to be conducted one day this week by SCI's State Representatives (Exact date will be chosen at a later date)

Friday, June 6 – Electronic ballots sent to SCI Members' Voting Delegates and voting begins at 11:59 a.m. Eastern Time

Tuesday, July 22 – Voting ends before midnight Central Time

Wednesday, July 23 – Election winners announced during the 2025 Annual Business Meeting
[Location: Fort Worth, Texas]

When is the election?

After candidates have been certified by the Elections Committee of the Board of Directors, the candidates will be presented to Sister Cities International voters via electronic communications as well as postings on our website. Voting will be open for approximately six weeks prior to the Annual Business Meeting on Wednesday, July 23, 2025, in Fort Worth, Texas.

How will people vote?

Voters will be sent an electronic ballot on Friday, June 6, 2025, and must submit their electronic ballot by Tuesday, July 22, 2025, before midnight Central Time. Election winners will be announced at the Annual Business Meeting held on Wednesday, July 23, 2025.

Who are the voters?

Directors are elected by SCI's member communities, with one or more representatives from each community serving as the voter(s)/delegate(s). Electronic ballots are sent to the voting delegate, or the primary contact SCI has on record, which is often either the President & CEO, Board Chair, or city liaison for a member community.

Is voting weighted?

Yes. Votes are weighted as either two, three, or four votes depending on the size of the community.

What information will be presented to voters?

Candidates' answers to the narrative questions – bio, why you are running, skills and assets – will be provided to members. There will also be a virtual candidate forum conducted by the SCI State Representatives that will be posted on the Sister Cities International website.

When is the Annual Conference/Business Meeting?

The Annual Business Meeting will be on Wednesday, July 23, 2025, in Fort Worth, Texas.

I cannot attend the Annual Business Meeting but would still like to run. Can I?

No. All candidates must commit to attending the Annual Business Meeting in person.

When will the results be announced?

Voting results will be announced at the Annual Business Meeting on Wednesday, July 23, 2025.

Is there a Board orientation?

A Board orientation occurs on the day the new board members are elected.

Why are there term limits?

SCI's Board of Directors has term limits to strive for a diverse board with a deliberate scheduled turnover of members in order to bring new ideas and keep the organization growing.

How many Directors serve on Sister Cities International's Board?

There are up to twenty-seven (27) members of the Board of Directors, including the Chair, Immediate Past Chair (Chair Emeritus), twenty-one (21) At-Large Members, one Young Professional Representative, one State Representative, and two (2) members appointed by the Chair with the approval of the rest of the Board. The twenty-one (21) At-Large Directors serve three-year terms, with the other five serving two-year terms.

How is the Board structured?

The Executive Committee is composed of the Board Chair, Vice Chair, Treasurer, Secretary, and three (3) At-Large members. In addition to the Executive Committee, there are committees for Audit, Board Development, Finance, Fund Development, Governance, Human Resources, Membership, and Strategy & Programs. Committees include Directors, State Representatives, Honorary Board Members, or others appointed by the Board Chair. Ad hoc committees or task forces may also be created at the Chair's discretion.

How are the Officers selected?

All officers (Vice Chair, Treasurer, Secretary, and the three (3) At-Large Executive Committee members) are elected each year, except for the Vice Chair, who is elected every other year and who assumes the position of Board Chair upon the expiration of the Chair's term. Officers are elected by the Board during the first Board meeting of the newly elected board members (which is the second board meeting during the summer leadership meetings), following the election and appointment of new Directors.

What are the responsibilities of each Director?

Each Director agrees to attend in person or virtually four (4) Board meetings every year: two meetings at the Summer Leadership Meetings (plus the Annual Business Meeting usually held mid-July to early-August], one Fall Leadership Meeting, (usually in October with the location determined by the Board], and one at the Spring Leadership Meeting (usually in March in Washington, DC.) All dates and locations are subject to change. In addition, each Director must serve on at least one committee, which typically meets once per month via conference call, and which may include additional tasks depending on the committee. The Officers' responsibilities can be found in Sister Cities International's Bylaws.

What is the financial commitment?

Board members agree to make a minimum dues contribution of \$2,500 at the beginning of each year served on the Board of Directors. Board member contributions are expected by September 1 of each year. Special payment options may be arranged with prior approval by the Board Chair. In addition, each Director is expected to bear the cost of travel, hotel, and incidental expenses for the four (4) annual Board meetings.

What are other commitments to be aware of?

Each Director must sign Sister Cities International's Disclosure Statement, Conflict of Interest policy, and Code of Ethics upon assumption of Board duties.

Where can I find copies of Sister Cities International's Bylaws and Board Policies?

Bylaws, Board Policies, and other important institutional documents can be found at <http://sistercities.org/governing-documents>.

Who should I contact if I have additional questions?

Please send questions to Election@SisterCities.org.



1. The annual Sister Cities International (SCI) Board of Directors (Directors) donation is \$2,500. Each Director will be invoiced in July of each year for \$2,500 with payment in full due on or before September 1st of the same year; however, the Board Chair may approve alternate payment arrangements (e.g., quarterly or monthly billing), for good cause shown, with payments due within 30 calendar days of each scheduled payment and payment in full of the annual financial commitment due no later than June 30th of each year. To the extent that a 3rd party pays the board member's financial commitment on behalf of the board member, that 3rd party payment must be disclosed to the Executive Committee.
2. The Vice-Chair shall be tasked with communicating with any Board members who have outstanding dues. A Director who has not met the financial obligation shall be ineligible to cast a vote at any meeting of the Board of Directors. and the Chair shall direct that the minutes of the meeting reflect that director's ineligibility to cast a vote.
3. The youth representative, young professional representative, state coordinator and any ex-officio member of the Board of Directors shall be exempt from the required annual monetary financial obligation.
4. Each Director shall serve on at least one standing committee.
5. Each Director shall attend the annual meeting of the members and be a registered participant at the annual conference. An excused absence may be granted by the Chair of the Board of Directors.
6. Each Director shall submit a signed, annual business disclosure form and conflict of interest statement.
7. Requests for an excused absence must be submitted in writing to the Chair of the Board at least three days prior to the scheduled meeting, except in cases of emergency. The request should contain an explanation of why the absence should be excused.
8. The minutes of the annual meeting of the members shall be considered for approval at the first regular meeting of the Board of Directors following said annual meeting. Printed copies of the approved minutes shall be distributed and available at the following annual meeting of the members.
9. Each Chairman of the Board of Directors shall be afforded the title of Chairman Emeritus following the conclusion of his/her term as Chairman.
10. The appointment of the selected state representative to serve on the Board of Directors shall be approved at the first regular meeting after the annual business meeting, in accordance with the Bylaws of the Corporation.



11. A formal complaint or grievance by a Director, against the Board of Directors or any action taken by it, must be submitted in writing to the Chair of the Board of Directors for review and possible action. The written complaint or grievance must, at a minimum, state the matter under objection, the reasons for such an objection, and any action requested to resolve the complaint. The Chair of the Board shall fully and objectively consider the matter and respond in writing to the Board of Directors, within a reasonable period of time.
12. To ensure fiscal budgetary discipline, annual audit requirements and receipt of funds during the appropriate business year, Membership Dues will be invoiced in two segments: January for the Winter Cycle and July for Summer Cycle. Invoicing will commence no earlier than two weeks prior to each cycle.
13. The President and Chief Executive Officer shall have all authority to execute a contract for purchase or single expenditure not to exceed \$10,000, within normal budgeted means, on behalf of the Corporation.
14. Any contract for purchase or single expenditure exceeding \$10,000, but less than \$50,000, shall be published for bids, and shall be specifically approved in advance and co-signed by the Chair of the Board of Directors.
15. Any contract for purchase or single expenditure exceeding \$50,000 shall be published for bids and shall be specifically approved in advance by the Executive Committee and co-signed by the Chair of the Board of Directors.
16. The Executive Committee shall authorize the acceptance and execution of all incoming grants and contracts for programs and/or services to be performed by Sister Cities International, in any amount exceeding \$100,000.
17. The Bylaws of the Corporation shall be thoroughly reviewed by the Governance Committee no less than every two years, to address changing needs of the organization.
18. Any proposed policy or procedure requiring action by the Board of Directors shall first be submitted to the Governance Committee for review, prior to it being considered by the Board of Directors. Any member, director or committee may submit written proposals to the Governance Committee at any time. The Governance Committee may recommend or not recommend any requested or proposed action.
19. Regular reports and/or requests for action by the Board of Directors shall be submitted to the Chair of the Board not less than fifteen days prior to the meeting for which the item is submitted or requested for action. This will allow for proper and timely distribution of the information to all Directors. Items for consideration at a special meeting of the Board of Directors shall be exempt from this requirement.



20. That all consultants hired by SCI shall work under the direction and supervision of the President & CEO and shall be accountable to the President & CEO for their performance with the exception of contracts for legal services and auditors who shall be responsible directly to the Board. The Executive Director will provide the Board an assessment of the performance of all SCI consultants.
21. That the President & CEO is able to freely speak and participate in all Board meetings and other meetings of SCI, and the President & CEO has an obligation to provide the Board and the members with the best possible information and his best professional judgment and recommendation.
22. Members of the Board of Directors must have served a minimum of one year as a Director in order to be eligible to be a candidate and to be nominated for an officer position.
23. Sister Cities International will seek other than first-tier cities, with excellent programs to showcase, to host retreats and/or regional conferences.