

**GUIDELINES FOR CONTINUING A SISTER CITY**  
**SANTA BARBARA SISTER CITIES BOARD**

If any of the following guidelines are not met and no action is taken to correct the defect over a reasonable period of time, the Santa Barbara Sister Cities Board will consider recommending to the City Council and SCI that the relationship with the Sister City organization be dissolved.

1. The SB Sister City organization should be able to demonstrate sufficient local involvement on an ongoing basis and be willing to take responsibility for maintaining a firm relationship.
2. The Sister City organization in the other country should demonstrate sufficient local involvement on an ongoing basis.
3. The SB Sister City organization should have approved exchanges with both sides of the sister city relationship a minimum of every four years.
4. The SB Sister City organization should have a minimum membership of 12. The organization should have a governing board with a designated chair.
5. The SB Sister City organization should appoint a representative and alternate to the Sister Cities Board and at least one of them should attend meetings of the Sister Cities Board.
6. The SB Sister City organization should have sufficient funds for periodic revisions of the Santa Barbara Sister Cities brochure and contribute as required to approved events.
7. The SB Sister City organization should provide a list of members to the Santa Barbara Sister Cities Board once a year and submit an annual report to the Chair of the Board with information on activities for the year ending June 30 of each year.

**Approved March 7, 2007**

**Santa Barbara Sister Cities Board**