

**CHAPTER 14**  
**SISTER CITY COMMITTEE**

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2-14-1       **PURPOSE AND DUTIES:** The Sister City Committee (hereinafter “Committee”) is established to improve, promote, and sustain cultural understanding and to facilitate personal and business ties, friendships, and fellowships between Tokai-mura, Japan, and the City. The Committee may make recommendations and shall report to the Mayor and Council concerning the purposes of the Committee, from time to time, as requested by the Mayor or the Council.

2-14-2       **APPOINTMENT OF COMMITTEE:** Committee members shall serve without compensation. The Committee shall consist of five (5) voting members and four (4) ex-officio members, as set forth below.

2-14-3       **COMPOSITION OF THE COMMITTEE:** Voting members of the Committee shall consist of one (1) adult member of the Idaho Falls Sister Cities – Youth organization, and one (1) member of the Idaho Falls Sisters Cities – Adult organization, and three (3) at-large City residents, appointed by the Mayor, who are not members of either Idaho Falls Sister Cities organization. Non-voting ex-officio members of the Committee shall consist of one (1) elected City official, one (1) member of the Idaho Falls Sister Cities Youth Group (i.e. a member between the ages of 12 and 18 years of age), one (1) member of the Idaho Falls Chamber of Commerce, and one (1) representative from the Idaho Falls Parks and Recreation Department, as appointed by the Mayor. All appointments to the Committee shall be confirmed by the Council.

2-14-4       **TERMS:** All at-large members shall serve terms of three (3) years, except that the terms of the initial Committee members may be less than three (3) years as necessary to provide for staggered terms of office. The terms of no more than two (2) at-large members shall expire at any calendar year. Terms of at-large members shall expire December 31 of the third year of their appointment. All non-voting ex-officio members of the Committee shall serve as long as they continue to serve in the offices or capacities designated in this Chapter.

2-14-5       **ATTENDANCE:** A voting Committee member may be removed from the Committee following two (2) consecutive absences which are not excused by the Chair, or where the voting Committee member is absent from more than two (2) Committee meetings in any calendar year. Following either of these occurrences, the Chair may request that the Mayor, at the Mayor’s sole discretion, remove such Committee member.

2-14-6           VACANCIES: The Mayor, with the consent of the Council, shall appoint a qualified person to fill the unexpired term of any Committee member in the event of a vacancy or in the event any member ceases to be qualified.

2-14-7           ORGANIZATION, RULES, MEETINGS: During the first meeting of each calendar year, the Committee shall elect, by a majority vote, a person to act as Chair from its membership, who shall serve until replaced or re-elected pursuant to this Chapter. All meetings of the Committee shall be open to the public and shall follow the requirements of the Idaho Open Meeting Law. The Committee shall keep minutes and other appropriate written records of its resolutions, proceedings, and actions. The Clerk shall be responsible for maintaining the records of the Committee. Any bylaws, membership practices, dues and subscriptions, and publications are subject to the review and prior approval of the City.

2-14-8           FUNDING AND DONATIONS: The Committee is authorized to seek outside funding and in-kind donations for its projects (including exchanges), as may be approved by the Council and in accordance to City budget procedures.