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**ORDINANCE NO. 59- 10**

**AMENDING TITLE 2 OF THE CITY OF DUBUQUE CODE OF ORDINANCES BY ADOPTING A NEW CHAPTER 10 CREATING THE SISTER CITY RELATIONSHIPS ADVISORY COMMISSION**

Whereas, the City Council of the City of Dubuque established its first Sister City relationship with Pyatigorsk, Russia, and later added Handan, China as a Sister City; and

Whereas, the City Council believes strengthening and maintaining Sister City relationships and exploring new partnerships is valuable and necessary to the on-going economic and cultural growth of the City of Dubuque; and

Whereas, the City of Dubuque will benefit from the continued international exchange of information facilitated through the creation of a Sister City Commission.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUBUQUE, IOWA:**

Section 1. Title 2 of the City of Dubuque Code of Ordinances is hereby amended by adding the following:

**Chapter 10**

**SISTER CITY RELATIONSHIPS ADVISORY COMMISSION**

2-10-1: Commission Created: There is hereby created the Sister City Relationships Advisory Commission to have such powers and responsibilities as hereinafter provided.

2-10-2: Purpose: The purposes of the Commission shall be to facilitate and maintain economic and cultural exchanges with the City's officially recognized international Sister Cities; to explore potential relationships with cities where a Sister City relationship may

be mutually beneficial; and to engage partnerships with the business community and education institutions that will enhance Sister City relationships.

2-10-3: Internal Organization and Rules: The Commission may adopt rules and regulations to govern its organizational procedures as may be necessary and which are not in conflict with City or State Code.

2-10-4: Procedures for Operation: All administrative, personnel, accounting, budgetary, and procurement policies of the City shall govern the Commission in all its operations.

2-10-5: Membership: The Commission shall consist of twelve (12) members appointed by the City Council.

1. Two (2) members shall be representatives of the City Council.
2. Ten (10) members shall be at-large residents of the City, appointed by the City Council.

2-10-6: Terms: 2-10-6: The initial terms of Commissioners will be as follows: four Commissioners for terms ending February 1, 2012, four Commissioners for terms ending February 1, 2013, and four Commissioners for terms ending February 1, 2014. Thereafter, each member of the Commission shall hold office for three (3) years or until such member's successor is appointed and qualified.

2-10-7: Vacancies: Vacancies caused by death, resignation, or otherwise shall be promptly filled by the City Council for the unexpired term of office.

2-10-8: Officers; Organization: The Commission shall choose annually, from its own membership, two (2) persons to serve as facilitators, each to serve a term of one (1) year. The City Manager shall appoint a City staff person to serve as secretary. The Commission shall fill vacancies among its officers for the remainder of the unexpired term.

2-10-9: Meetings:

1. Regular Meetings. The Commission shall meet quarterly.
2. Special Meetings. Special meetings may be called by the facilitators or at the written request of three (3) members.
3. Open Meetings. All meetings shall be called and held in conformance with the Iowa Open Meetings Law.
4. Attendance.
  - a. In the event a member of the Commission, created by this Chapter, has been absent for three (3) or more consecutive meetings of the

Commission, without being excused by the facilitator, it shall be grounds for the Commission to recommend to the City Council that the position be declared vacant and a replacement appointed.

b. Attendance shall be entered upon the minutes of all meetings.

5. Minutes. A copy of the minutes of all regular and special meetings of the Commission shall be filed with the City Council within ten (10) working days after each meeting.

6. Quorum. Six (6) members of the Commission shall constitute a quorum for the transaction of business. The affirmative vote of a simple majority of the members present shall be necessary for the adoption of any resolution.

2-10-10: Compensation: The members of the Commission shall serve without compensation, provided that they may receive reimbursement for necessary travel and other expenses while on official Commission business within the limits established in the City administrative policies and the City budget.

2-10-11: Removal: The City Council may remove any member of any board or commission which it has established.

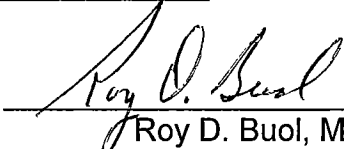
2-10-12: Powers: The Commission shall have the following powers, duties, and responsibilities:

1. To recommend to the City Council the official acknowledgement of or absolving of a Sister City relationship.

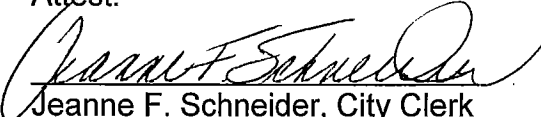
2. To facilitate and maintain the exchange of information by and between the City and its Sister Cities through, but not limited to correspondence, delegation visits, and event planning.

Section 2. This Ordinance shall take effect upon publication.

Passed, approved and adopted the 1st day of November, 2010.

  
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Roy D. Buol, Mayor

Attest:

  
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Jeanne F. Schneider, City Clerk