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CITY OF MILPITAS
SISTER CITIES COMMISSION

BYLAWS

This Sister Cities Commission was established by the Milpitas City Council on May 21, 1996.

Section 1. Purpose

The purpose of the Sister Cities Commission is to serve as an advisory body on matters affecting sister cities relationships, programs and activities. This Sister Cities Commission will also review applications for sister city affiliations and forward recommendations to City Council for the establishment of future agreements. Commissioners are expected to volunteer time to participate in Sister City events and projects outside the regular meetings.

Section 2. Membership

The Milpitas Sister Cities Commission is composed of seven (7) regular members and two (2) alternate members appointed by the Mayor and approved by the City Council. All members and alternates shall be Milpitas residents. In addition, the City Council may appoint a Council liaison and representative from the Milpitas Unified School District Board of Education to serve on the Sister Cities Commission in a non-voting capacity.

Section 3. Term of Office and Removal

The term of office for Sister Cities Commission members will be three years, or until reappointed or a successor is appointed. The term of office for alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of the Sister Cities Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

Members may apply for reappointment by submitting a letter of interest or e-mail to the Mayor with a copy to the Commission Chair one month prior to the expiration of his/her term of office. Any member of the Commission who wishes to resign should submit a letter of resignation to the Mayor with a copy to the Commission Chair.

Section 4. Vacancies

Vacancies will be filled for the unexpired portion of the term in the same manner as the original appointment.

Section 5 Officers

A Chair and Vice Chair will be selected annually at the first meeting of the year from the appointed members for a term of one year. The Chair will call for meetings and preside over all sessions. In the absence of the Chair, the Vice Chair will preside. In the absence of both the Chair and Vice Chair, the member with longest continuous service on the Commission will preside.

Section 6. Meetings

The Sister Cities Commission shall hold regular meetings on the fourth Thursday of each month, at 7:00 p.m. All meetings shall be open to the public. Should a regularly scheduled meeting occur on a holiday, said meeting will be held on the third Thursday of the month or on a date agreed upon by a majority of the Commission. Special meetings of the Milpitas Sister Cities Commission may be called by a majority of the members, Chair, or City Council. Notice of any special meeting shall be given as required by law. Except as otherwise provided by these Bylaws, the Commission will follow the latest edition of Robert's Rules of Order for the orderly conduct of meetings.

Section 7. Quorum

Any four (4) members shall constitute a quorum for the transaction of business.

Section 8. Voting and Seating of Alternates

Voting authority is extended to seven (7) regular members. An alternate member shall vote only if seated in the absence of a regular member. In the event that a regular member is absent, alternate members shall be seated in order of their alternate position. If a member arrives after an alternate has been seated, the alternate shall remain as the voting member until the end of the meeting.

Section 9. Duties of Commission to be Advisory Only

It is intended that the Milpitas Sister Cities Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council of the administrative staff of the City in their supervision or authority over property or personnel which are under their jurisdiction.

Commissioners are also expected to actively participate in Sister City events and projects in addition to attending the regular meetings. When considering reappointments of Commission members, the City Council may review the member's service record on Commission activities and projects. At a minimum, Commissioners' should annually work on and attend at least two Sister City events and actively serve on at least one subcommittee.

Section 10. Assistance of Staff

The City Manager of the City of Milpitas shall provide the Sister Cities Commission with such information and staff assistance as the Milpitas Sister Cities Commission may from time to time request subject to the limitations imposed by the City Council. The staff member designated by the City Manager shall attend meetings of the Sister Cities Commission and submit such reports as said Sister Cities Commission may request and as deemed necessary or desirable, subject to limitations imposed by the City Council.

Section 11. Amendments

These by-laws and operating procedures may be amended by simple majority of those voting at any legal Sister Cities Commission meeting, subject to approval by City Council.

PASSED AND ADOPTED by the Milpitas Sister Cities Commission, the 28th day of August 2003.

PASSED AND ADOPTED by the Milpitas City Council on the 19th day of August, 2003.