

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND,
CALIFORNIA ESTABLISHING THE RICHMOND-SEBASTIA SISTER CITY
COMMISSION, DIRECTING THE COMMISSION TO PREPARE BYLAWS
SUBJECT TO CITY COUNCIL APPROVAL, AND ESTABLISHING BASIC
ORGANIZATIONAL REQUIREMENTS**

WHEREAS, on August 26, 2025, the City Council passed and adopted resolution No. 126-25, which established a sister city relationship with Sebastia, Palestine for the purpose of encouraging cultural, educational, and economic exchanges, creating opportunities for people-to-people diplomacy, and providing a framework for mutual support between our two communities; and

WHEREAS, the City Council finds that an advisory commission will assist the City Council by reviewing matters related to the City's sister city relationship with Sebastia and making recommendations regarding programs, exchanges, and related activities; and

WHEREAS, the City Council further finds that the adoption of bylaws will promote the orderly conduct of commission meetings and the effective performance of the commission's responsibilities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richmond, California, as follows:

Section 1. Establishment of Commission.

There is hereby established the Richmond-Sebastia Sister City Commission ("Commission") for the purpose of furthering the economic cooperation and cultural interchange between the cities and citizens of Sebastia, Palestine and Richmond, California.

Section 2. Purpose.

The purpose of the Sister City Commission shall be to:

1. Promote international goodwill, cultural exchange, and mutual understanding between the City and Sebastia, Palestine.
2. Encourage educational, cultural, business, and civic exchanges between residents of the City and residents of Sebastia, Palestine.
3. Assist in planning and coordinating official delegations, cultural programs, and exchange visits.
4. Promote community participation in sister city activities.

Section 3. Preparation of Bylaws.

The Commission is directed to prepare and adopt bylaws governing its organization, meetings, and procedures. The bylaws shall incorporate the provisions of this Resolution and other conditions and stipulations as deemed desirable. The bylaws shall be consistent with applicable state law, including open meeting requirements, and with the City of Richmond Municipal Code and policies.

Bylaws adopted by the Commission shall be submitted to the City Council for review and approval before taking effect. Following approval by the City Council, the bylaws shall be filed with the City Clerk and shall govern the Commission's operations.

Section 4. Membership and Terms of Office.

- a. The Commission shall consist of no fewer than five members (5) and no more than (11) members approved by the City Council.
- b. At minimum 70% of members of the Commission shall reside within the City of Richmond for the duration of their term of appointment.
- c. Commission members shall serve three (3) year terms and may be reappointed. There shall be no limit on consecutive terms unless otherwise established by future action of the City Council.

Section 5. Quorum.

A majority of the currently appointed and serving members of the Commission shall constitute a quorum for the conduct of business. No business shall be conducted when no quorum is present.

Section 6. Meetings

The Commission shall hold meetings in accordance with the California Brown Act (Government Code § 54950 et seq.)

Section 7. Advisory Role.

The Commission shall review, study, and make recommendations to the City Council regarding the City’s sister city relationship with Sebastia and related programs or activities.

Section 8. Financial Limitation.

No program formulated, promulgated, or conducted by the Commission shall in any way financially obligate the City of Richmond without the specific approval of the Richmond City Council.

*****THE CLERK’S OFFICE WILL COMPLETE THE INFORMATION BELOW*****

I certify that the foregoing resolution was passed and adopted by the City Council of the City of Richmond at a regular meeting thereof held on Mmmm dd, yyyy, by the following vote:

- AYES:
- NOES:
- ABSTENTIONS:
- ABSENT:

PAMELA CHRISTIAN

 CLERK OF THE CITY OF RICHMOND
 (SEAL)

Approved:

 Mayor

Approved as to form:

City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. _____**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on Mmmm dd, yyyy.

Pamela Christian, Clerk of the City of Richmond