

## MEMORANDUM OF UNDERSTANDING BETWEEN THE MUNICIPAL MANAGEMENT ASSOCIATION OF NORTHERN CALIFORNIA (MMANC) AND THE INTERNATIONAL NETWORK OF ASIAN PUBLIC ADMINISTRATORS (I-NAPA)

**THIS MEMORANDUM OF UNDERSTANDING** ("MOU") is made effective as of this day, October 2, 2023 between the Municipal Management Association of Northern California ("MMANC"), and the International Network of Asian Public Administrators ("I-NAPA"), (hereinafter referred to as the "Party" or collectively the "Parties").

**WHEREAS** both Parties are not-for-profit professional associations with missions to provide leadership, education, resources, and other services that support local governments and their employees; and

**WHEREAS** the Parties recognize the need to create leadership opportunities for Asian local government administrators and improve the management of local government including supporting the professional development of local government leaders who reflect the communities that they serve; and

**WHEREAS** the Parties seek to work collaboratively to more efficiently achieve mutual goals and establishing a formal working relationship to mutually support membership development, professional development, and awareness of the value of professional local government management will reduce duplication of effort.

**NOW THEREFORE**, the Parties agree as follows:

1. Primary Representatives and Regular Communications - The parties agree to cooperate and work together in strategic partnership to coordinate the Partnership Activities described below through the following primary representatives, who will meet on a regular basis.
  - a. The primary point of contact throughout the project and for the term of this MOU are the staff representatives listed below.
    - For MMANC: President or their designee and
    - For I-NAPA: President or their designee.

- b. Regular communications and meetings between representatives named above will be held at a frequency mutually agreed upon by the parties as necessary to advance the goals of this MOU.
2. Partnership Activities - During the term of this MOU, both Parties will plan and promote training seminars and/or networking events (Events), share and cross-promote information about professional development opportunities, and jointly promote membership.
  - a. Events. Parties shall consider co-hosting and/or co-sponsoring Events deriving from the purposes of this MOU. When scheduling Events, both parties shall:
    - i. Work together to market and promote the Event,
    - ii. Identify and coordinate speakers that represent both Parties' membership,
    - iii. Provide registration discounts to both Parties' membership whenever possible, and
    - iv. Share net revenue from the Event as agreed to on a case-by-case basis between the Parties.

Events sponsored and hosted in conjunction with third parties (e.g., other professional organizations) will be considered to fulfill the intent and terms of this MOU. Events may also include MMANC Annual Conference sessions.

- b. Information Sharing and Cross-Promotion. To facilitate sharing information about and cross-promoting of Parties' events, programs, and initiatives, Parties shall:
            - i. Provide each other with a list of officers and/or board members, updated annually.

- ii. Provide each other with a schedule of planned professional development events at least quarterly.
    - iii. Shall share information about and promote each other's events to their membership and networks through channels that they deem appropriate. These channels may include but are not limited to: social media accounts, website calendars, announcements at live events and meetings, and/or newsletters.
    - iv. Parties representatives shall be invited to recurring board meetings of the other party's organization.
  - c. Membership Promotion. To support the promotion of membership in Parties' organizations, Parties shall:
    - i. Advertise and promote the strategic partnership outlined in this MOU.
    - ii. Indicate on their respective websites that a strategic partnership exists between the Parties and outline member benefits of the partnership including but not limited to:
      - 1. General information about the other Party with information on membership and benefits of membership, and
      - 2. Jointly sponsored and/or co-hosted events.
  - d. Inclusiveness and Diversity Initiatives. To advance parties' respective commitments to advancing diversity and inclusion in the local government profession, parties will:
    - i. Promote and embrace diversity among their respective membership and the Boards of Directors that serve their members.
    - ii. Collaborate to identify and encourage additional diversity and inclusion training and resources.

- iii. Proactively seek and pilot new ways to encourage diversity and inclusion in leadership roles and professional development opportunities.
    - iv. Mutually support each other in the identification of prospective college and university connections for the establishment of student chapters.
3. Exchange of Proprietary and Confidential Information. During the term of this MOU, the Parties may agree to exchange proprietary and confidential information. Proprietary and confidential information that is exchanged may be used only by the receiving party in connection with this MOU and shall not be disclosed to any third party without the express approval of the disclosing party. The Parties agree to use their best efforts to prevent the disclosure of any proprietary information, including but not limited to member lists, potential members lists, trade secrets, commercial or financial information, that either party treats as confidential or privileged, to any person, firm, or organization, except with the written authorization of the other Party.
4. Ownership of Work Products. All intellectual proprietary rights, title, and interest (including copyright and ownership) in any Work Products developed under this MOU shall be jointly owned by the parties and shall be deemed to be "collaborative works" under the United States Copyright Laws or any equivalent laws of applicable foreign jurisdictions. Such right, title, and interest includes, without limitation, the right to use, exploit, copy, perform, display, promote, market, create derivative works of, and distribute the Work Products in any format.
5. Termination of MOU. Either Party may terminate this agreement with sixty (60) days' written notice.
6. Term. Unless otherwise terminated by a Party, this MOU shall be in effect for a period of two (2) years; with the understanding that the MOU may be extended for an additional period if agreeable to both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**International Network of Asian  
Public Administrators**

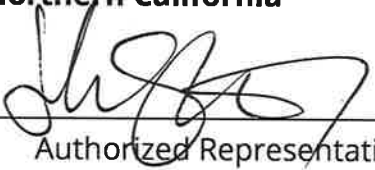
By:   
Authorized Representative

Name: Aishwarya Kumar

Date: Oct' 2nd, 2023

Title: 2023 I-NAPA President

**Municipal Management Association  
of Northern California**

By:   
Authorized Representative

Name: John Stefanski

Date: 10/2/2023

Title: 2023 MMANC President