REFERENCE TRANSLATION

Enforcement Regulations of the Ordinance to Promote Gender Equality and Intercultural Cohesion for a Diverse Setagaya

Regulation No. 50 of March 30, 2018

Amendments: Regulation No. 44 of March 31, 2020; Regulation No. 91 of July 31, 2020; Regulation No. 29 of March 31, 2022

Enforcement Regulations of the Ordinance to Promote Gender Equality and Intercultural Cohesion for a Diverse Setagaya

Article 1 (Purpose)

These Regulations prescribe the matters necessary for enforcing the Ordinance to Promote Gender Equality and Intercultural Cohesion for a Diverse Setagaya (Setagaya City Ordinance No. 15 of March 2018; hereinafter referred to as the "Ordinance").

Article 2 (Members of the Setagaya City Council for the Promotion of Gender Equality and Intercultural Cohesion)

The members of the Setagaya City Council for the Promotion of Gender Equality and Intercultural Cohesion prescribed in Article 10, paragraph 1 of the Ordinance (hereinafter referred to as the "Council") shall be as follows:

(1) No more than six persons with relevant academic or professional expertise.

(2) No more than nine persons who reside in Setagaya City, representatives of relevant organizations, and officials of relevant administrative agencies.

Article 3 (Chairperson and Vice-Chairperson of the Council)

The **Council** shall have a chairperson and a vice-chairperson.

2. The chairperson shall be elected by the members from among themselves.

3. The chairperson shall appoint the vice-chairperson from among the members.

4. The chairperson shall represent the Council and oversee its affairs.

5. The vice-chairperson shall assist the chairperson and act on the chairperson's behalf when the chairperson is unable to perform their duties.

Article 4 (Convening the Council)

The chairperson shall convene the **Council**.

Article 5 (Meetings of the Council)

The Council may not hold a meeting unless a majority of its members are present.

2. Decisions of the Council shall be made by a majority of the members present. In the event of a tie, the chairperson shall decide.

3. When the chairperson considers it necessary, the chairperson may have persons who are not members attend a meeting of the Council and hear their opinions.

4. A person wishing to observe a meeting of the Council shall notify the chairperson.

Article 6 (Subcommittees of the Council)

A subcommittee shall be established within the **Council** pursuant to Article 10, paragraph 5 of the Ordinance.

2. A subcommittee shall be composed of members designated by the chairperson.

3. Each subcommittee shall have a chairperson, appointed from among the members designated by the chairperson of the Council.

4. The subcommittee chairperson shall convene the subcommittee, oversee its affairs, and report the progress and results of its investigations and deliberations to the Council.

5. If the subcommittee chairperson is unable to perform their duties, a member of the subcommittee designated in advance by the subcommittee chairperson shall act on their behalf.

6. Article 5, paragraphs 1 and 2 shall apply mutatis mutandis to the quorum and voting requirements for subcommittee proceedings.

Article 7 (Procedures for Petitions, Opinions, and Consultations)

Any person wishing to file a **petition or opinion**, or request a consultation, under Article 11, paragraph 1 of the Ordinance (hereinafter collectively referred to as a "petition, etc.") shall submit a Petition, Opinion, and Consultation Form (Form No. 1) to the Mayor of Setagaya City.

2. Upon completion of processing a petition, etc., the Mayor shall notify the person who made the submission by means of a Notice of Results of Processing of Petitions, Opinions, and Consultations (Form No. 2).

Partially amended [Regulation No. 91 of 2020]

Article 8 (Chairperson of the Committee for Handling Complaints)

The Setagaya City Committee for Handling Complaints Concerning Gender Equality and Intercultural Cohesion (hereinafter referred to as the “Committee for Handling Complaints”), as provided for in Article 12, paragraph 1 of the Ordinance, shall have a chairperson.

2. The chairperson shall be elected by the members from among themselves.

3. The chairperson shall represent the Committee for Handling Complaints and oversee its affairs.

4. If the chairperson is unable to perform their duties, a member of the Committee for Handling Complaints designated in advance by the chairperson shall act on their behalf.

Article 9 (Convening the Committee for Handling Complaints)

The chairperson shall convene the Committee for Handling Complaints.

Article 10 (Meetings of the Committee for Handling Complaints)

The **Committee for Handling Complaints** may not hold a meeting unless at least two members are present.

Article 11 (Annual Report)

The Mayor shall report to the **Council** once each fiscal year on the status of processing complaints, etc.

Article 12 (Administrative Affairs)

The administrative affairs of the Council and the Committee for Handling Complaints shall be handled by the Human Rights and Gender Equality Division, Civic and Cultural Affairs Policy Department.

Partially amended [Regulation No. 44 of 2020; Regulation No. 29 of 2022]

Article 13 (Delegation)

Matters necessary for the enforcement of these Regulations shall be determined separately by the Mayor of Setagaya City.

Supplementary Provisions

These Regulations shall come into effect on April 1, 2018.

Supplementary Provision (Regulation No. 44 of March 31, 2020)

These Regulations shall come into effect on April 1, 2020.

Supplementary Provision (Regulation No. 91 of July 31, 2020)

These Regulations shall come into effect on the date of promulgation.

Supplementary Provision (Regulation No. 29 of March 31, 2022)

These Regulations shall come into effect on April 1, 2022.

REFERENCE TRANSLATION ONLY — PLEASE USE THE JAPANESE FORM WHEN SUBMITTING

Form No. 1 (Related to Article 7)

PETITION, OPINION, AND CONSULTATION FORM

Date: _____ / _____ / _____ (Year / Month / Day)

To: Mayor of Setagaya City

Petitioner / Person Requesting Consultation

Address: _____

Name: _____

(For a corporation or other organization: name of organization, address, and name of representative)

Telephone number: _____

Pursuant to Article 11, paragraph 1 of the Ordinance to Promote Gender Equality and Intercultural Cohesion for a Diverse Setagaya, I hereby file a **petition or opinion**, or request a consultation, as follows.

Purpose of Submission	
Background and Circumstances (Please provide details.)	
Status of Consultation with Other Organizations	☐ Yes ☐ No (If you are consulting another organization, please specify the organization below.) _____
Special Notes (e.g., matters requiring consideration when contacting you)	

REFERENCE TRANSLATION ONLY — PLEASE USE THE JAPANESE FORM WHEN SUBMITTING

Partially amended [Regulation No. 91 of 2020]

Form No. 2 (Related to Article 7)

NOTICE OF RESULTS OF PROCESSING OF PETITIONS, OPINIONS, AND CONSULTATIONS

Reference No.: _____

Date: _____ / _____ / _____ (Year / Month / Day)

To:

_____

Mayor of Setagaya City [Seal]

The results of processing the **petition, opinion, or consultation** submitted on _____ / _____ / _____ are hereby notified as follows.

Details

1. Purpose of the Petition, Opinion, or Consultation

2. Investigation Results, Measures Taken, etc.