

# Handbook for the Shinjuku City Basic Autonomy Ordinance

**Shinjuku City**  
March 2012  
(Revised in March 2024)





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# 1 The Basic Autonomy Ordinance — Why Now?

## 1 What is the Basic Autonomy Ordinance?

The Basic Autonomy Ordinance is the basic rule for autonomy that defines each role of the citizens, city assembly, and mayor of Shinjuku ( ※ executing agency) involved in town development and how they pursue town development when determining matters at the city level based on the area characteristics of Shinjuku City. Shinjuku City spent almost four years preparing for the formulation of the Shinjuku City Basic Autonomy Ordinance and it took effect in April 1, 2011.

### Glossary

#### ※ Executing Agency

The executing agency of Shinjuku City consists of the mayor, subsidiary agency (deputy mayor and office staff), committees (the board of education, election committee and audit committee), and members of the committees. This organization conducts actual affairs of the city based on the decisions made at the city assembly headed by the mayor.

The mayor also assumes the role of the overall representative for the entire executing agency while each committee and member conducts their operations independently.

In addition, other executing staff members are appointed by the mayor while only the mayor is chosen in a referendum (the appointment of human affairs including deputy mayor, the board of education and audit committee requires an approval of the city assembly). Under the Shinjuku City Basic Autonomy Ordinance, the executing agency is defined as the city's administrative branch.

## 2 Why are the Basic Autonomy Ordinance necessary?

The Ordinance provides the basic ideas of autonomy in Shinjuku and specifies the basic rules of autonomy, including the rights and responsibilities of the people living in Shinjuku, who are the main player in the autonomy, responsibilities of the city assembly and the mayor, as well as the general rules of administrative operations.

The Ordinance aims to develop a city with good impressions to encourage the citizens to remain living in Shinjuku by conducting the city administration on the responsibilities and authority of the local government, which works most closely with the people of Shinjuku, and by aiming to fulfill each role of the bearers of autonomy such as the citizens, city assembly, and the mayor of Shinjuku.

Currently, the basic autonomy ordinance has already been established by over 200 local governments\*<sup>1</sup>, and the number is more when you include those who are under review. (As of January 4 2012, the number of municipalities has decreased from 3,255 (the end of March 1999) to 1,742.) \*<sup>2</sup> Thus, there are many municipalities implementing the basic autonomy ordinance. Do you know why? With a few reasons considered, the factor of this high number includes three reasons as follows:

\*1: Information at the time the ordinance was enacted. As of April 2023, over 400 municipalities have enacted the ordinance.

\*2: As of January 4 2024, 1,741.

### 1) The spread of civil activities

At present, there are over 40,000 certified nonprofit organizations across the country\*<sup>3</sup>, and among them, there are over 750 specified nonprofit organizations (so-called nonprofit organizations) \*<sup>4</sup> that have their primary office in Shinjuku. In addition, the number of those who are not granted with corporate status is several times higher.

Many people participating in civil activities wish to connect with other people and want to be of some help to society.

They seem to become active in pursuit of a livable place and a society in which people can live without anxiety.

\*3: Information at the time the ordinance was enacted. As of December 2023, over 50,000 nonprofit organizations have been certified.

\*4: Information at the time the ordinance was enacted. As of February 2024, the number of specified nonprofit organizations exceeded 650.

### 2) Changes in roles of the government and local governments

For both the government and local governments, due to the serious financial conditions caused by diversified needs of the citizens, the declining birthrate and an aging population, and the increase in social assistance expenditures, they can no longer provide every expected service to the citizens as before. It is impossible to keep an eye on every diversified need of the citizens from infants to the elderly and deal with everything.

Under such circumstances, how can we create a better environment for those living and visiting the city?

It appears it is gradually becoming popular that the citizens are trying to think on their own and take actions.

### 3) Development of decentralization

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Based on the government's promotion program of decentralization, the associated 475 laws were amended by the Law Concerning the Provision of Related Laws for the Promotion of Decentralization of Power (Omnibus Decentralization Act), which came into force in 2000.

One of the most significant changes made by the Act was the abolition of administrative functions imposed upon local governments (※ agency delegated functions). This gave the local governments a major advantage to expand the scope of legislative power and establish ordinances and other laws. With the abolition of the agency delegated function arrangement, the local authorities were at least allowed to establish ordinances related to local government functions whereas they could not in the past. Another thing is all notices from the government have changed to technical advices and lost a position to take on legally binding authorities. Traditionally, notices given from the government were handled as orders and charges and the local governments were obligated to conform to the notices. However, the abolition allowed each local government to contrive different ways depending on its characteristics.

In this way, the reformation of decentralization sets off the devolution of power and financial resources from the central government to local governments and required each local government to operate as a municipality based on their own determinations and responsibilities and create a system to promote the autonomy of citizens and fully reflect the will of the inhabitants.

#### Glossary

#### ※ Abolition of Agency Delegated Functions

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After the Omnibus Decentralization Act took effect, the agency delegated function arrangement that was used to form the core elements of centralized administration system was abolished, and the traditional agency delegated functions were reorganized into a new administration, including local government functions and statutory entrusted functions, except for matters considered the direct execution functions of the government and those that it abolished.

### 3 What would change with the Basic Autonomy Ordinance?

Although it does not mean that our lives would change dramatically because of the Basic Autonomy Ordinance, it helped clarify the role of the citizens, city assembly, and mayor of Shinjuku, as well as the structures, by adding a legal foundation to the basic rules of the autonomy system and town development in the form of the ordinance.

The ordinance defines the basic rules of autonomy, including responsibilities of the people, city assembly, and Shinjuku itself, as well as the general rules of administrative operations. By clarifying the roles of the citizens, city assembly, and Shinjuku itself, it promotes autonomous control to encourage citizen-driven town development, which allows the citizens to take the initiative in thinking and acting under their responsibilities and decisions while utilizing the individuality and assets of the communities. In this way, an affluent society can be created to offer happy living filled with unique charms of Shinjuku.

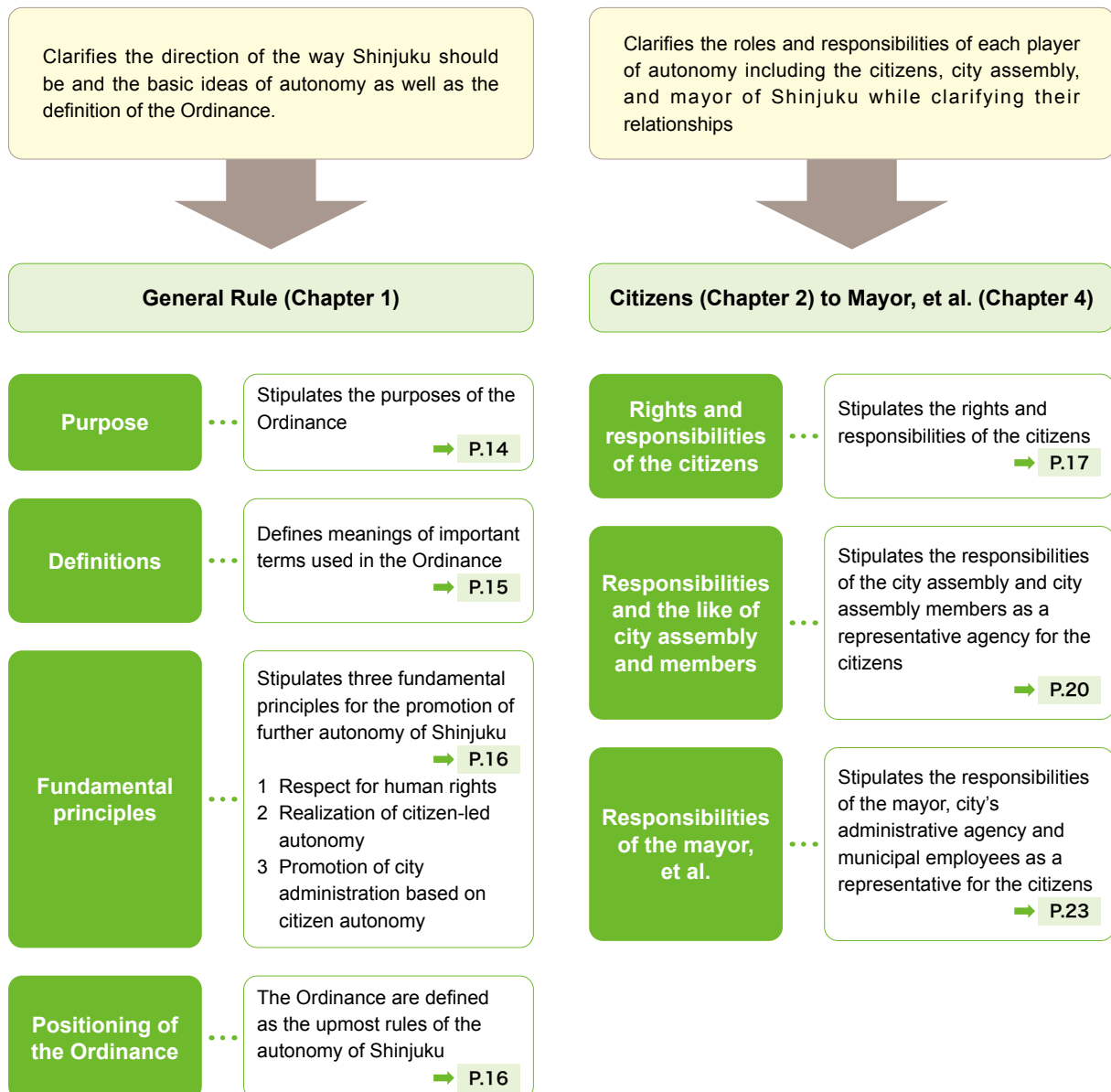


## 2 Points of the Shinjuku City Basic Autonomy Ordinance

### 1 What is defined in the Shinjuku City Basic Autonomy Ordinance?

The Ordinance defines the fundamental principles of city administration and establishes the citizens' rights living in Shinjuku as the main player in the autonomy and specifies the roles and responsibilities of each player of the executing agency, such as the citizens of Shinjuku, who are the bearer in the autonomy, city assembly, and mayor (executing agency).

In addition, it also defines the system and structure for the citizens to take positive involvement in the autonomy and town development.





Stipulates the system that protects the rights of the citizens and a structure of operating the local government for the development of a better city

In addition, it also stipulates the relationship with the central government and other local governments, as well as a review of the ordinance

**Principles of City Administration Operations (Chapter 5) to Rights of Children (Chapter 9)**

**Cooperation and Combined Efforts with the Central Government and Other Local Governments, etc. (Chapter 10)**

**Principles of City Administration**

- Stipulates six principles of city administration → P.26
- 1 Restoration of financial health, establishment of self-reliant financial base, and the provision of effective and efficient public services
  - 2 Comprehensive planning based on the basic concepts of Shinjuku
  - 3 Proper disclosure of the financial conditions
  - 4 Linkages between organizations and maintenance of unified organizations
  - 5 Comprehension of citizens' opinions, citizens' participation in the city administration, and provision of operation opportunities
  - 6 Implementation of public sector evaluation and the publication of the results and proper reflection to the city administration

**Cooperation and Combined Efforts with the Central Government and Other Local Governments, etc.**

Stipulates about cooperation and combined efforts with various relevant authorities such as the central government and other local governments, etc. → P.32

**Disclosure of Information and Protection of Personal Data**

Stipulates matters related to the disclosure of information concerning city administration and the protection of personal data held by Shinjuku → P.27

**Review of the Ordinance, etc. (Chapter 11)**

**Referendum**

Stipulates that the referendum system shall be established toward matters that have a major impact on the lives of the citizens and city administration → P.30

**Review of the Ordinance, etc.**

**Community Autonomy**

Stipulates that Shinjuku shall promote the community development to become rich in individuality and an affluent society filled with uniqueness and charms while respecting the citizen-led autonomy based on the community characteristics → P.31

Stipulates that the Ordinance and related system shall be verified periodically not exceeding four years and take necessary measures → P.33

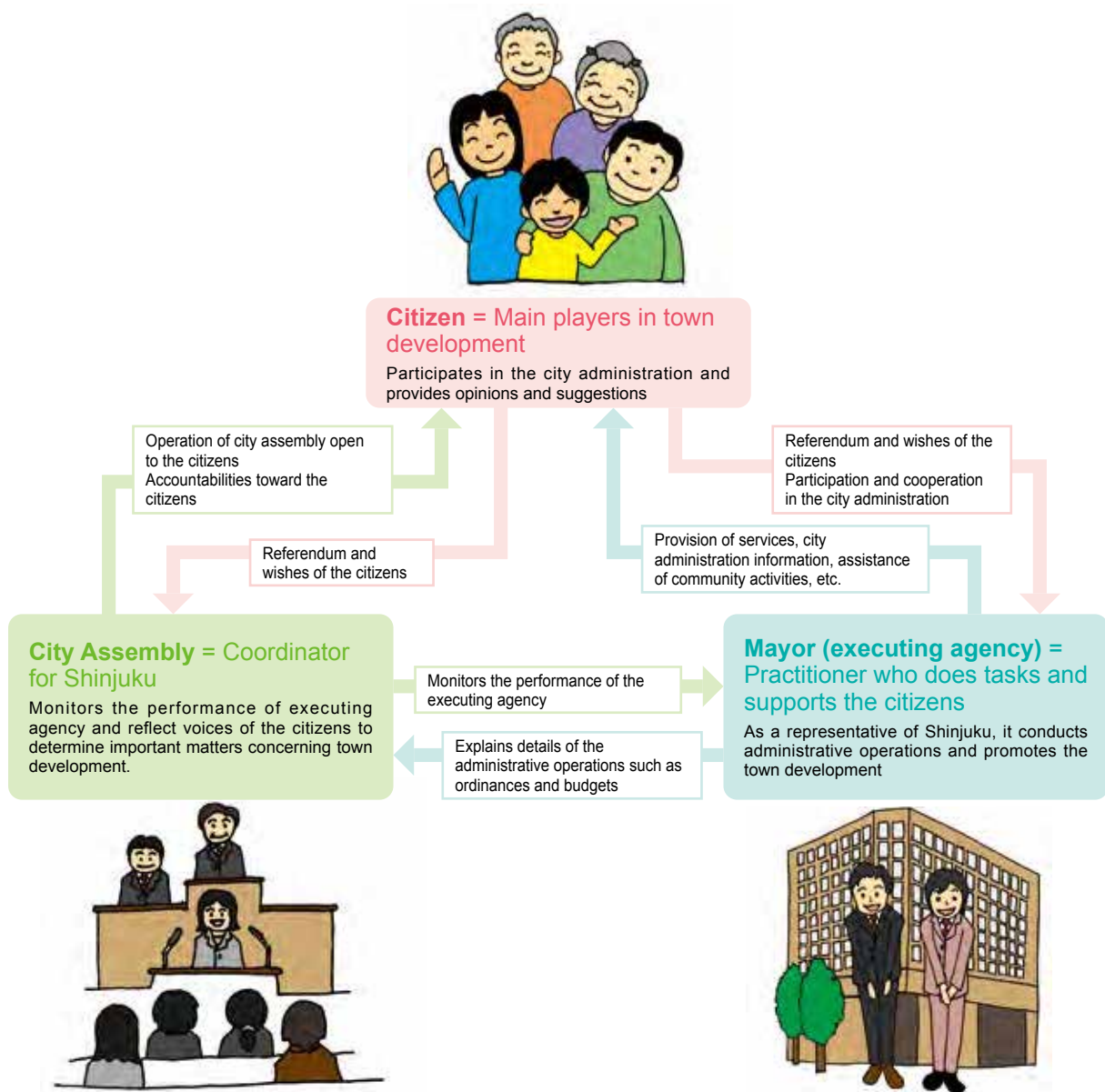
**Rights of Children**

Stipulates the rights representing children's opinions and the security of the environment to promote the healthy growth of children → P.32

## 2 Roles and relationships of the citizens, city assembly, and mayor.

We aim to develop a city with good impressions to encourage the people to remain living in Shinjuku by aiming to fulfill each role of the bearers of autonomy such as the people, city assembly, and mayor of Shinjuku.

### Responsibilities of the Citizens, City Assembly, and Mayor (Executing Agency)



## 3 Details of the Shinjuku City Basic Autonomy Ordinance and Explanations

The Shinjuku City Basic Autonomy Ordinance consists of the preamble and eleven chapters from Chapter 1 “General Rules” to Chapter 11 “Review of the Ordinance,” as well as a total of 25 articles. It enacts Shinjuku city’s basic rules of the autonomy, including the fundamental principles of the autonomy, rights and responsibilities of the citizens, responsibilities of the city assembly and mayor, and the principles of city administration.

### Preamble

In the past, our ancestors established the first colony in a section of leafy Musashino Terrace. Since then, an endless number of people continued to live unremittingly and fostered a diverse array of cultures while surviving through many years.

Shinjuku City, which was born after the merger of three wards of Ushigome, Yotsuya, and Yodobashi in 1947, continues to become urbanized to this date as a highly diverse town, boasting different tastes that vary from one area to another, such as the area developed in a systematic manner as an urban district since the Edo period, the emerging commercial area centering around Shinjuku Station, and the rural area located on a hill in a hilly terrain area.

Located in the heart of the nation’s capital, Tokyo, our city Shinjuku continues to change each day and shows a great presence as a dynamic international city, where people from home and abroad with various purposes gather and live together.

Shinjuku is also a city of valuable histories and cultures established by people who worked strenuously. It is well known for producing one of Japan’s great novelists, Natsume Soseki, and many other valuable assets. Additionally, Shinjuku is also an up-and-coming energetic city providing a source of new cultures that lays a path to the new age. Those historical and cultural legacies and the area’s environment are what we take pride as Shinjuku’s excellent characteristics.

Shinjuku is now moving into the era of regional autonomy.

Taking advantage of the characteristics, our important mission is to realize a sustainable society to provide a safe and secure environment and promote information sharing and participation of the citizens in the city administration, as well as to flourish as a city of full-blown community autonomy.

With the deep understanding of new trends of the times, we strive for the world’s lasting peace and global environmental protection to create the citizen-led autonomy that is best suited for the area where sovereignty rests with the people as we respect the human rights and individuality of each person.

We are striving for the realization of a multicultural society to appreciate the diversity of each citizen with the people gathered from across the world, as well as to pass down the tremendous history

and cultures of the city beyond the generations. With an aim to express our determination in creating the local government that lies firmly at the foundation of the citizen's individual thoughts, we herein establish the ordinance as the supreme norms of Shinjuku.

Description

The Preamble clarifies the city's history, background to establishing the ordinance, directional properties and basic principles of autonomy, and our determination for the enactment and provides a foundation to explain and practice this ordinance. When preparing the Preamble, high-noted expressions are used to facilitate understanding of the Preamble.



TOPIC

### Shinjuku City's history and cultures

In the year following the establishment of the Edo Shogunate in 1603, the Shogunate established five roads starting from Nihonbashi, including Tokaido, Nakasendo, Nikko-kaido, Oshu-Kaido and Koshu-kaido. Along each road, a certain number of lodging facilities was built, and each facility was required to provide post horses to travelers.

The Koshu-kaido served as an arterial roadway stretching from Nihonbashi to Kofu, and it was connected to Kofu through Shimosuwa on Nakayamado. On Koshu-kaido, the distance from Nihonbashi to the first post station Takaido was long, giving travelers a rough time. So, the headman Kiroku Takamatsu asked to build another post station at the halfway point. This post station was built on land that Mr. Naito returned to the Shogunate and was called Naito Shinjuku, which also means "new post station."

Shinjuku during the Edo era was a post station located on the north side of the current Shinjuku Gyoen Botanical Garden in the adjacent rural area of Edo town. At that time, there were many small theaters there, attracting many people as one of the most popular entertainment spots.

Shinjuku in the early Meiji era still had the atmosphere of rural area during the Edo era and around the current Shinjuku Station were tea plantations and bushes.



The outer moat of Edo castle



The town of Naito Shinjuku

### Opening of the outer moat of Edo castle (1636)

Development of old samurai residences and temple town mainly in Ushigome and Yotsuya ⇒ **Historic town names and cultural assets**

### Opening of Naito Shinjuku (1698)

Creation of an amusement quarter ⇒ **Post station on Koshu-kaido and one of the four post stations in Edo**  
 Creation of recreation and popular venue ⇒ **Cherry blossom trees in Tamagawa Jyosui, Taisoji temple and Shoju-in temple**

The rise of early modern literature ⇒ **The rise of kyoka (popular comic poems) and larky literature. The exchange of writers and artists.**

### Opening of the railway and the establishment of Shinjuku Station (1885)

Establishment of the Japan Railway Shinjuku Station (current Yamanote line) followed by Kobo railway.  
 Opening of the current Chuo line ⇒ **Formation of the terminal station Shinjuku**

### Development of the popular venue and flowering of the Shinjuku culture

Development of Shinjuku Odori Avenue and Kagura-zaka Slope. The rise of pop culture. ⇒ **Movies, theatrical performance, storytellers, music, dining and adult entertainment**

### Postwar reconstruction and the creation of new popular venues

Reconstruction around the station and development of Kabuki-cho ⇒ **Revival of the Shinjuku culture and germination of an underground culture**

## Home of many valuable assets like the famous literary figure, Natsume Soseki

Shinjuku City is where Natsume Soseki was born and ended his life. He began focusing on his career as a writer at his home in Waseda-Minami-cho, where he spent the last nine years of his life and introduced countless masterpieces to the world. His house is called Soseki Sanbo and remains etched in people's memory even now. On September 24, 2017, Shinjuku City opened the Shinjuku City Soseki Sanbo Memorial Museum to commemorate the 150th anniversary of Natsume Soseki's birth.



Natsume Soseki (1867–1916)

## Shinjuku's population characteristics

- **Total population of Shinjuku City: 349,226** (As of January 1, 2024)

Japanese: 305,329

Non-Japanese: 43,897 (12.6%)

- **Non-Japanese population accounts for 10% of the total population**

China: 17,240

Vietnam: 2,474

South Korea: 9,021

Myanmar: 2,375

Nepal: 3,183

etc.

- **Trend in population size after 2001**

	2001	2011	2021	2024
Total population	288,661	319,624	345,231	349,226
Japanese	264,512	283,819	307,404	305,329
Non-Japanese	24,149	35,805	37,827	43,897

(As of January 1 for each fiscal year)

- **Population Dynamics: about 40,000 to 50,000 people move in/out every year**

- **Average household size: 1.54 person**

- **Declining birthrate and aging population** Elderly population (over the age of 65): 66,853 (19.1%)  
Child population (under the age of 15): 30,167 (8.6%)

## Many people work and gather here



- **City's total population: 349,226**  
(As of January 1, 2024. Total population)
- **Daytime population: 793,528**  
(As of October 1, 2020, based on the 2020 Population Census)
- **Daily average passengers of Shinjuku Station: 2,948,300**  
(As of 2022, including Seibu-Shinjuku Line)

- **Number of businesses: 33,313**
- **Number of workers: 718,620**  
(As of June 1, 2021, based on the 2021 Economic Census for Business Activity in Japan)



## Chapter 1 General Rules

### (Purpose)

Article 1. The purpose of the Shinjuku City Basic Autonomy Ordinance is to clarify the fundamental principles of the autonomy and define the principles of city administration operations and responsibilities of the citizens, Shinjuku City Assembly (“city assembly”), and the mayor of Shinjuku (“mayor”) with the aim to achieve additional progress in realizing the autonomy of Shinjuku City (“city”).

### Description

This article provides the purpose of the Shinjuku City Basic Autonomy Ordinance.

In Shinjuku City, many people live, work, study and stay active. For the future of autonomy in Shinjuku, it is important that those people stay attached to the community and think about what it takes to enhance the community. To realize it, it is also important that the citizens take the initiative in their involvement.

In the determination of whom and how they make decisions about the community, the article provides the principles of city administration operations and responsibilities and the likes of the citizens, city assembly and mayor with the aim of achieving additional progress for the autonomy of Shinjuku based on the fundamental principles of autonomy.

The fundamental principles of autonomy are not stipulated in this ordinance for the first time, although the ordinance confirms the existing fundamental principles to be the collective opinion of the citizens.

Additionally, the purpose of this ordinance expresses the sincere attitude of Shinjuku’s autonomy that continues to develop in the context of the fundamental principles to achieve the fundamental principles based on the principles and given tasks in realizing the autonomy of Shinjuku.



**(Definitions)**

Article 2. When used in this ordinance, the following words and terms shall have the meanings specified herein:

- (1). A “citizen” means a person who lives, works, studies, or operates within the boundaries of Shinjuku (“in this city”) and a person or organization who conducts business activities in this city.
- (2). A “public service” is a service stipulated in the Article 2 of the Basic Act on Public Services (Act No. 40 of 2009).
- (3). A “city’s administrative agency” includes the mayor, Shinjuku City Board of Education, Shinjuku City Election Committee, and Shinjuku Audit Committee.
- (4). A “municipal employee” is a person specified herein:
  - a) A person engaged in regular government services stipulated in the second clause of Article 3 of the Local Public Service Act (Act No. 261 of 1950) and a person engaged in special government services stipulated in the third clause of Article 3, excluding the assembly members, and those who work for the city.
  - b) A person who works as educational personnel for the city whose wage is paid by a prefectural government prescribed in the first clause of Article 37 of the Act on the Organization and Operation of Local Educational Administration (Act No. 162 of 1956).

**Description****About the citizens**

To solve problems of autonomy and community, it is essential to focus on the citizens living in Shinjuku. Besides that, it is also essential that various players involved with Shinjuku should become bearers. It means that not only the citizens but also those working, studying and taking action in Shinjuku must actively involve the community and support the autonomy of Shinjuku in various parts of the autonomy such as the development of the community and improvement of welfare. Also, we consider that it is also the same for business operators, non-profits offering public interest activities and non-juridical volunteer groups.

This ordinance defines the whole concept of Shinjuku’s autonomy. With this in mind, the citizens in this ordinance are defined as people living in Shinjuku and those who work, study and operate in Shinjuku, including organizations.

**About the public services**

In 2009, the Basic Act on Public Services came into effect with the aim of realizing a society in which people may enjoy a safe living. This act defines the basic concept of fundamental public services such as transportation, welfare and education. The public services mentioned here apply to various functions to increase the public interest, including benefits and services given by the central government and local governments, regulations, audit, aids and advertisements.

### About the city's administrative agency

The city's administrative agency is the executing agency as stimulated in the Local Autonomy Act, and it is the agent that has the power to make a decision and can take on the administration effectively concerning the management and implementation of their administrative affairs, including the mayor as a representative of the city, committees and committee members, who share duties from their specialist standpoint being independent of the mayor.

#### (Fundamental principles)

- Article 3. 1. The city shall conduct the city administration that respects the human rights and treats each individual with respect.
2. The city shall achieve progress in realizing the autonomy led by the citizens and the citizens shall, as a bearer of the autonomy, solve problems of the community.
  3. The city is a municipality based on the purposes of local autonomy and holds a well-established right of self-government that promotes the city administration based on the citizen-led autonomy.

#### Description

First of all, as the main premise to advance the autonomy of Shinjuku, we set a goal to respect the human rights and value each and every citizen. Additionally, because the autonomy should be based on the citizen's free will to consider, determine and advance, we set a goal that the citizens shall make an effort to realize citizen-led autonomy and solve community problems as a bearer of the autonomy.

Furthermore, the city is a municipality based on the main purpose of local autonomy and governs based on the will of the citizens without interference. For that reason, the city shall hold well-established rights of self-government to promote the city administration based on citizen-led autonomy.

#### (Positioning of the Ordinance)

Article 4. The city shall treat this ordinance as the supreme norms for the city and ensure consistency with the matters provided for in this ordinance when it enacts, revises, or repeals city ordinances and regulations.

#### Description

This ordinance treats the Shinjuku City Basic Autonomy Ordinance as the supreme norm for Shinjuku City. The main reason to be the supreme norm is that this ordinance defines the basics of the autonomy of Shinjuku, as is the case that the Constitution of Japan specifies the basics of Japan's governance, making it the constitution of our town.

## Chapter 2 Citizens

### (Rights of the citizens)

- Article 5. 1. The citizens shall retain the right to know information on the city administration.
2. The citizens shall retain the right to receive public services.
  3. The citizens shall retain the right to participate in city administration.
  4. The citizens shall retain the right to learn throughout their lives as a bearer of the city's autonomy.

#### Description

There are four rights of citizens stipulated in this ordinance. The “right to know information on the city administration” refers to not only the citizen's right to receive information related to the city administration but also the right to request information on the city administration, as well as the right to absorb ideas.

The “right to receive public services” includes the rights guaranteed in the second clause of Article 10 of the Local Autonomy Act and stipulates the right to receive public services in a comprehensive manner. Here, instead of using “administrative services,” a term that is commonly used, “public services” is used to define in a broader term, as defined in the Basic Act on Public Services.

The “right to participate in city administration” guarantees various types of citizens' participation to express their own opinions in various processes including the preparation of political measures, implementation of public projects and assessment, as well as the citizen's participation as a bearer and receiver of public projects.

The “right to learn throughout their lives as a bearer of the city's autonomy” is included as the citizen's rights based on the notion that it is necessary to learn over the course of their lives to promote regional autonomy.

“Learning throughout their lives” is provided under the premise to understand, share information and make a proposal for political measures. The right to learn is stipulated here based on the recognition that the importance of learning is what it is necessary for the citizens over the course of their lives as a bearer of the autonomy.



## Various public participation methods promoted by the City

### (1) Citizen Discussion Meeting

Citizens Discussion Session is a way to listen to opinions from diversified citizens. Participants are randomly selected from the national resident registry network and those who agreed to participate are asked to provide their opinions on a particular topic at a group discussion. This method is called “citizens discussion session” that is held to listen to the opinions of citizens who normally have less access to the city administration.

### (2) Citizen Assembly Meeting

At a citizen assembly meeting, the citizens are selected from the public to participate in a meeting directly to operate the meeting on their own and prepare reports, important proposals of the city and drafts of ordinance. This aims to determine measures and policies that require specific actions of the citizens to solve problems while having more citizens to participate in the decision making.

### (3) The deliberation council, etc.

This is a method where the citizens appear before the deliberation council or panel that deliberates on the city’s political measures so that the citizens may provide their opinions and requests as a citizen member. In this way, the citizens’ opinions can be reflected widely when preparing political measures at that stage of development.

### (4) Public hearing, briefing session and symposium, etc.

In this way, the citizens may state and exchange their opinions in public such as a public hearing. Depending on the topics, meetings are held by region to set the scene where many people can participate and state their opinions.

### (5) Questionnaire survey, etc.

Questionnaire surveys are a way in which randomly selected citizens receive a questionnaire conducted by the city, and it is deployed when it is necessary to widely understand the consciousness and actual conditions of citizens. In addition, depending on business activities, municipal employees visit workplaces in person and conduct a hearing survey to listen to the opinions of citizens.

### (6) Public comments (Public Comment Program)

The Public Comment Program is a program that let citizens pass their opinions and requests on important plans and ordinance proposals developed by the city. This program aims to increase transparency in the city’s decision-making process on important political measures. The results of discussion are made public, and it is a way to know how the city feels about a diverse range of views. In Shinjuku, it has been implemented from July 1, 2002.

## Programs related to the participation of citizens

### What's Public Comment Program?

Public comment is a system in which proposals for policies that would greatly influence the everyday lives of the citizens are announced before any decisions are made and consideration to public opinion is given in the city's decision-making. When a decision is made, the opinions received and the thoughts of the city administration concerning said opinions are publicly announced.

In Shinjuku, various methods are used to actively provide information related to the city and listen to the opinions of citizens living in Shinjuku. However, in order to conduct city administration operations that bring out its characteristics, it is necessary to announce officially and inform the citizens of bills before reaching a final decision to facilitate information sharing and make decisions on measures and policies based on the opinions gathered from the citizens.

For that reason, the city decided to enact rules and implement the public comment program as a unified rule of the city. This is expected to ensure fairness and increase transparency in the city's administrative management, making the participation of citizens substantial. In addition, it also aims to make the city administration more accessible and approachable for citizens and promote the openness of the city administration under combined efforts of the city and citizens.



### Fureai (Friendly) Talk Delivery Service (Shinjuku City staff members are dispatched to the communities.)

This system provides the citizens a wide variety of information ranging from useful tips about everyday life to professional matters, making use of specialized knowledge of staff members. Shinjuku City staff members are dispatched to communities to talk about the government's efforts and useful information based on their specialized knowledge. The contents of courses cover various topics including immediate problems of everyday life and professional matters. It is recommended for PTA, town assembly, club of the aged, community groups, study groups and school classes. A list of courses can be picked up at the Lifelong Learning and Sports Division and branch offices.



(Responsibilities of the citizens)

Article 6. The citizens shall respect each other's freedom and individuality as people coexisting together in the city and shall make an effort to participate in the development of a better community society.

**Description**

Shinjuku is the city where people from home and abroad with various purposes gather and live together. As a person living in the City together, it is natural that the citizens feel it is important to respect each other's individual freedom and personality.

On the other hand, it is also important to make efforts toward community cooperation in the creation of a better community society. For that reason, the concept is also included as the responsibilities of citizens.

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### Chapter 3 City Assembly, etc.

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(Establishment of the city assembly)

Article 7. The city assembly shall be established in the city as a representative agent of the citizens.

**Description**

This Article stipulates the establishment of a city assembly as a representative agent of the citizens as stipulated in the Local Autonomy Act.

As the "representative agent of the citizens," members of the city assembly are selected in an election by qualified voters living in Shinjuku. However, in the consideration of its mandate as a part of the city assembly, its impact within the boundaries of Shinjuku is not limited to the qualified voters and those living in Shinjuku.

In the consideration of the autonomy and future of Shinjuku, not just to center on the citizens, but also it is necessary to work together with various entities involved with Shinjuku. Also, it is important that various entities voluntarily work together with the citizens, city assembly and city itself in a positive manner.

This ordinance defines the shape of autonomy. Based on this standpoint, the city assembly was established as a representative agent for the citizens, which is not limited to the people living in Shinjuku, considering that it is a comprehensive representation right.

(Responsibilities of the city assembly)

- Article 8. 1. The city assembly shall, as a representative agent of the citizens, exercise voting rights to have the opinions of the citizens reflected appropriately. At the same time, the city assembly shall examine and monitor the realization of proper public administration.
2. The city assembly shall, as a lawmaking organ of the local government, make a positive effort to conduct policy planning activities and provide policy recommendations to revitalize congressional efforts.
  3. The city assembly shall share information concerning congressional efforts with the citizens to fulfill the responsibilities to make a full explanation.

Description

In the system of local autonomy, the citizens have dual representatives such as a local chief executive and city assembly because they directly elect a local chief executive and members of the city assembly. The city assembly, as a representative of the citizens, determines (resolves) the basic operational policies of autonomy on an equal footing with mayor and it is defined that their responsibilities are to examine and monitor the administrative management.

In addition, it is defined that the city assembly shall act as a lawmaking organ of the local government to make efforts to conduct policy-planning activities and provide policy recommendations to emphasize its position, aiming to revitalize the city assembly through the efforts of policy planning activities and recommendations. Furthermore, the city assembly is obligated to share information with the citizens concerning congressional efforts as a whole, not on an individual basis, to fulfill the responsibilities to make a full explanation.

(Responsibilities of the assembly members)

Article 9. 1. The members of the city assembly (“members”) shall, as a representative for the citizens, conduct themselves with an awareness of their authorities and duties.

2. The members shall make congressional efforts with justice and impartiality in conformity to the political code of ethics as specified in a separate ordinance and other laws and regulations.

Description

This Basic Autonomy Ordinance states that the members shall conduct themselves with an awareness of their authorities and duties as a representative for the citizens. Also, it stipulates that the members shall make congressional efforts with justice and impartiality in conformity to the political code of ethics as specified separately.



TOPIC

## The Political Ethics Regulations for Shinjuku City Assembly Members

With an aim to gain the trust of citizens, the Shinjuku City Assembly passed unanimously the bill of the Political Ethics Regulations for Shinjuku City Assembly Members in the 2nd regular conference of 2005, which came into force as of December 1, 2005.

### The Political Ethics Regulations for Shinjuku City Assembly Members (Preamble)

As the decentralization of power advances, the Shinjuku City Assembly has been studying the way of the assembly and implemented the various reforms with the aim to win the trust of citizens. In order to respond to the trends of the decentralization of power and citizens' participation to gain more citizens' trust the today, it is necessary to establish a system that redeems on a daily basis the relationship of the mandate established by the members and citizens. It means that it requires a system that allows the members to take pride in the city administration and fulfill the responsibilities of providing a full explanation based on clear standards. On the other hand, it also requires a system where the citizens can trust the members and ask for explanations of their activities when necessary. The Shinjuku City Assembly herein initiates the Political Ethics Regulations by consensus of the city assembly.



## Chapter 4 Mayor, et al.

(Establishment of the mayor)

Article 10. The mayor shall be established for the city as a representative of the city.

**Description**

As with the city assembly, this Article stipulates the establishment of a mayor as a representative agent of the citizens in accordance with the Local Autonomy Act.

(Responsibilities of the mayor)

Article 11. The mayor shall respond to the trust of the citizens and run the city administration equally and fair.

**Description**

As the responsibilities of the mayor, this Article stipulates that the mayor shall respond to the trust of the citizens and run the city administration equally and fair as a result of an election.

(Responsibilities of the city's administrative agency)

Article 12. 1. The city's administrative agency shall make an effort to accurately understand the needs of the citizens as the closest administrative agency to the citizens and shall exercise their duties on their own judgment and responsibilities.

2. The city's administrative agency shall fulfill the responsibilities to provide a full explanation, such as using various ways in providing the citizens easy-to-understand information concerning the city administration.

**Description**

This Article stipulates that the city's administrative agency shall make an effort to accurately understand the needs of the citizens in the firm recognition of their position as being the closest administrative agency to the citizens compared to the Tokyo Metropolitan and the central government and exercise their duties on their own judgment and responsibilities.

In addition, as ways to fulfill the responsibilities to make a full explanation and share information, it stipulates that information should be distributed in an easy-to-understand manner so that the citizens may accurately understand and judge the movement of the city administration.

(Responsibilities of the municipal employees)

Article 13. 1. The municipal employees shall love the city and make an effort to realize the autonomy of the city from the citizens' viewpoint.

2. The municipal employees shall have a consciousness of being a part of the local government, which is the closest body to the citizens. The municipal employees shall carry out their responsibilities on a fair and equitable basis in conformity to the rules concerning the protection of public interests and employees' code of conduct specified in a separate ordinance and other laws and regulations.

3. The municipal employees shall make an effort to pursue the acquisition of knowledge and improve their abilities necessary to carry out their responsibilities.

Description

First, it stipulates the responsibilities of the municipal employees that they shall make efforts to realize autonomy and see things through the eyes of the citizens and from their viewpoints based on their love for the city. Next, the municipal employees shall reexamine their positions as being a part of the local government, which is the closest to the citizens, and at the same time, they must, of course, have in mind that they are responsible for carrying out their responsibilities on a fair and equitable basis, especially in conformity to the rules concerning the protection of the public interest and employees' normative rules of conduct, as well as the performance of their responsibilities, which are given as representative examples.

In addition, as to carrying out their duties, municipal employees are responsible for making an effort to pursue the acquisition of knowledge and improve their skills to develop their own abilities.



TOPIC

**Ordinance Concerning Reports for the Protection of Public Interest and Ordinance Concerning Code of Conduct and Responsibilities of Shinjuku City Municipal Employees**

With the aim of ensuring fairness and citizens' trust in the public administration and the realization of the healthier development in the city, the city has established the "Ordinance Concerning Reports for the Protection of Public Interest" to protect the public interest, as well as the "Ordinance Concerning Code of Conduct and Responsibilities, etc. of Shinjuku City Municipal Employees" as normative rules of conduct for municipal employees and the like. (Effective September 1, 2006)

**Ordinance Concerning Reports for the Protection of Public Interest**

It is legitimate that the city's clerical duties are properly conducted in conformity to the provisions of laws, regulations and ordinances. However, if by chance the city's clerical duties are conducted in violation of the law, it

is important to minimize the damage caused by the violation and make corrections immediately for the protection of the city's public interest.

Therefore, the city established a reporting system for the protection of the public interest where the third-party institution, the Shinjuku City Public Interest Protection Committee, takes reports and corrects matters that violate laws and regulations and may harm the city's public interest. Not only the municipal employees, but also the citizens and businesses who take on an assignment from the city may also report violations.

### **Ordinance Concerning Code of Conduct and Responsibilities of Shinjuku City Municipal Employees**

To carry out responsibilities in a fair manner, this ordinance stipulates the following items as the code of conduct for all employees including the mayor:

#### **[Employees' code of conduct for fair practices]**

##### **1 Legal compliance**

We comply with laws, regulations, ordinances and other rules and fulfill our duties with honesty and fairness.

##### **2 Accountability**

We make an effort to ensure the transparency of the city administration and sufficiently fulfill the responsibility to provide explanations to the citizens about the city's activities.

##### **3 Awareness of being servants of the whole community**

We remind ourselves constantly that we are servants of the whole community and make an effort to improve the public welfare for all citizens without mistreating the citizens with unjustifiable discrimination.

##### **4 Prohibition of the pursuit of individual interests**

We clearly draw a line between public and private and will not use our position and job for personal gain.

##### **5 Prohibition of behaviors that fall into disrepute**

We recognize that our speech and behavior may affect the level of citizens' trust in public affairs and always behave in a sensible manner.

### **Ordinance concerning the oath for services of municipal employees of Shinjuku**

With the enactment of the Shinjuku City Basic Autonomy Ordinance, the "Ordinance concerning the oath for services of municipal employees of Shinjuku" was partially amended to add a testimony concerning the compliance with the Shinjuku City Basic Autonomy Ordinance starting from April 1, 2011.

(For employees except for public educational personnel)

**[Testimony]**

I hereby pledge to respect and advocate the Constitution of Japan that proclaims that sovereign power resides with the people and comply with the Shinjuku City Basic Autonomy Ordinance.

I hereby pledge to serve the purpose of local autonomy and create a deeper awareness of our duties to operate official duties in a democratic and efficient manner and fulfill our duties with honesty and fairness as a servant of the whole community.

Date:

Name:

Seal

## Chapter 5 Principles of City Administration Operations

(Principles of city administration)

- Article 14. 1. The mayor shall make an effort to restore fiscal health and create an independent financial base and shall make an effort to provide effective and efficient public services from fair and equal viewpoints.
2. The mayor shall establish and realize comprehensive plans based on the city's basic concepts when providing public services.
  3. The mayor shall publicize financial conditions of this city to the citizens in an appropriate manner.
  4. The city's administrative agency shall secure coordination between organizations and facilitate the organizations to exercise administrative functions as a unit.
  5. The city's administrative agency shall use various ways to understand the opinions of the citizens and provide the citizens with opportunities to participate and collaborate in the city administration.
  6. The city's administrative agency shall conduct an administrative evaluation and publicize the results of an administrative evaluation to the citizens, as well as to have the opinions of citizens reflected to the administration appropriately.

**Description**

First, Paragraphs 1 through 3 stipulate that the mayor is, as an agency, obligated to provide public services and publicize financial conditions of this city to the citizens in an appropriate manner.

Three principles are defined as follows:

1. To ensure the sustainable and healthy financial base and provide effective and efficient public services from fair and equal viewpoints.

2. Based on the basic concepts, to establish comprehensive plans in the realization of the basic concepts.

3. To publicize financial conditions of this city to the citizens in an appropriate manner to fulfill the responsibilities to make a full explanation.

Next, Paragraphs 4 through 6 stipulate the operations of the city administration provided by the city's administrative agency.

Three principles are defined as follows:

4. In response to the needs of the citizens (administrative demands and challenges), the city's administrative agency is obligated to secure coordination between organizations when organizing or re-organizing organizations and facilitate the organizations to exercise administrative functions in an integrated and comprehensive manner to carry out the tasks and responsibilities of the city's administrative agency.

5. In response to the right to participate in the city administration, the city's administrative agency is obligated to provide the citizens opportunities to participate in the city administration so that they could understand and appreciate each other to realize common goals, as well as to work together under their tasks and responsibilities to provide opportunities (opportunities of coproduction) to collaborate together.

6. The city's administrative agency is obligated to conduct an administrative evaluation and publicize the result of an administrative evaluation to the citizens, as well as to have the opinions of citizens reflected appropriately.

## Chapter 6 Disclosure of Information and Protection of Personal Data

### (Disclosure of information)

Article 15. The city's administrative agency and the city assembly shall guarantee the citizens' rights to access the citizens' information concerning the city administration and shall publicize the information by actively sharing the information with the citizens.

#### Description

Just like "No information, no participation," it is important to manage the handling of information to further promote the citizen's participation in the city administration and regional autonomy.

Here, as the premise of the citizen's right to participate in the city administration, the city's administrative agency and city assembly are obligated to guarantee the citizens' right-to-know and publicize the information by sharing with the citizens actively.

The detailed stipulation of information sharing can be found in the Shinjuku City information-disclosure ordinance, etc.



## Public Information Disclosure System of Shinjuku

The Public Information Disclosure System is a policy applied to the entire information and retained by the city's implementing agency providing to the citizens and relevant persons. As shown in the table below, it not only covers mandatory disclosure of information, but also voluntary provision of information.

Public Information Disclosure System			
	Claim	Mandatory	Voluntary
Public Information Disclosure System	Claimed by the citizens	Disclosure of information Access using the right to claim the disclosure of official documents in accordance with the Shinjuku City information-disclosure ordinance, etc.	Provision of information Information provided from the city's facilities and service counters (Provision of documents by the request of citizens over a phone, etc.)
	Not claimed by the citizens	Disclosure of information Mandatory disclosure of information based on laws and regulations. (Disclosure of financial condition of local government in accordance with the third paragraph of Article 243 of the Local Autonomy Act, disclosure of operational condition in accordance with Article 19 of the freedom of information ordinance and the like)	Provision of information Voluntary provision of information (Issuance of in-house magazines, Issuance of administration documents, publication of administration information on websites)

The Shinjuku City information-disclosure ordinance placed an obligation to make an effort to actively promote the “disclosure of information and provision of information” while it mainly focuses on the stipulation of a “mandatory disclosure of information.”

The “mandatory disclosure of information” is a system that obligates administrative agencies to disclose information retained by them when claimed by citizens, and it holds a prominent position in promoting disclosure of information.

(Protection of personal data)

Article 16. The city's administrative agency and the city assembly shall protect and manage the personal data held by the city properly.

**Description**

While the city's administrative agency actively provides and discloses information, it must protect personal information when collecting, storing and using that information in accordance with the Act on the Protection of Personal Information and other applicable legislation. Similarly, the city

assembly must adhere to the Shinjuku City Assembly Ordinance on the Protection of Personal Information and other applicable legislation. Additionally, the protection and use of personal data must function harmoniously, not in conflict. Here, it stipulates that the city's administrative agency and city assembly are obligated to protect and manage the retained personal data in a proper manner.



## TOPIC

### Individual Information Protection System

The Individual Information Protection System refers to measures designed to ensure the proper and smooth operation of administrative procedures and businesses handling personal information while considering its utility and protecting individual rights and interests.

On May 19, 2021, the Act on the Arrangement of Related Laws for the Formation of a Digital Society (Act No. 37 of 2021) amended the Act on the Protection of Personal Information (2003 Act No. 57, hereinafter referred to as “the Act”).

With this amendment, as of April 1, 2023, the Act applies directly to local government institutions, requiring them to establish an appropriate individual information protection system that complies with common nationwide rules based on the Act's provisions.

As a result, Shinjuku City abolished the Shinjuku City Ordinance on the Protection of Personal Information on March 31, 2023 and established the Shinjuku City Ordinance for the Enforcement of the Act on the Protection of Personal Information (enacted on April 1, 2023) to properly manage its Individual Information Protection System.

Since the city assembly is excluded from the scope of the Act's application, however, the Shinjuku City Assembly Ordinance on the Protection of Personal Information has also been enacted.

## Chapter 7 Referendum

### (Referendum)

Article 17. 1. The city shall establish a voting system (“referendum”) to call for a vote of confidence of the citizens directly on matters that have a significant impact on the lives of the citizens and city administration.

2. Those with the right to vote in a referendum shall be older than 18 years of age who reside in this city as specified in a separate ordinance.

#### Description

The referendum system is a system used to directly reflect the opinions of citizens in the city administration. First, it stipulates that a voting system (“referendum”) shall be established to call for a vote of confidence of the citizens on matters that have a significant impact on the lives of the citizens and city administration. Here, it stipulates that the system shall be so-called a permanent system.

Next, the eligible voters shall be older than 18 years of age who reside in this city as specified in a separate ordinance.

### (Implementation of referendum)

Article 18. 1. Referendum shall be implemented by the mayor under the following circumstances.

(1). In regard to the matters prescribed in the first clause of the preceding Article, when those with the right to vote in a referendum who are older than 18 years of age and reside in this city as specified in a separate ordinance requested to hold a referendum with the countersignatures from more than one-fifth of the total number of voters.

(2). In regard to the matters prescribed in the first clause of the preceding Article, when more than one-twelfth of the number of the members proposed the implementation of a referendum and it was resolved by the city assembly.

2. Notwithstanding the provisions of the preceding clause, the mayor shall implement a referendum when it is recognized that it is necessary to directly ask for the opinions of the citizens, in regard to the matters prescribed in the first clause of the preceding Article.

#### Description

First, it stipulates a referendum may be implemented when it was requested by those who are older than 18 years of age and those who reside in the city to hold a referendum with the countersignatures from more than one-fifth of the total number of voters.

In addition, specific requirements in regard to those who are aged 18 years or over and reside in this city are specified in a separate ordinance.

Next, it stipulates that a referendum may be implemented when more than one-twelfth of the



number of the members proposed the implementation of a referendum and it was resolved by the city assembly. This is in accordance with the members' right to propose a bill as stipulated in the Article 112 of the Local Autonomy Act.

Additionally, it also stipulates that a referendum may be implemented if it is necessary for the mayor to directly ask for the opinions of the citizens on matters that have a significant impact on the lives of the citizens and city administration.

(Respect for the result of a referendum)

Article 19. The city shall respect the result of a referendum.

Description

Here, it states that the city shall respect the results of a referendum.

(Delegation to ordinance)

Article 20. Besides the matters prescribed in the preceding three articles, all other necessary matters relating to the implementation of a referendum shall be specified in a separate ordinance.

Description

It stipulates that all other necessary matters relating to the implementation of a referendum are specified in a separate ordinance based on the principles of this ordinance determined by the citizens, city assembly and city.

## Chapter 8 Community Autonomy

(Community Autonomy)

Article 21. 1. The city shall respect the citizen-led autonomy based on the characteristics of each district and promote the regional autonomy so that the citizens can develop the community that is rich in individuality and charms.

2. The city's administrative agency shall implement necessary measures to promote the regional autonomy.
3. The citizens shall establish a regional autonomy group for each regional segment to realize the community development as specified in the first clause.
4. Necessary matters concerning the regional segments and regional autonomy groups shall be specified in a separate ordinance.

Description

This Article stipulates four items concerning the regional autonomy:

1. It stipulates that the regional autonomy should be promoted with full respect for the citizen-led autonomy based on the characteristics of each district and promotes regional autonomy, so that the citizens can participate in developing the community that is rich in individuality and charms.
2. In regard to the promotion of regional autonomy stipulated in the first Paragraph, it stipulates that the city's administrative agency is obligated to implement necessary measures to promote regional autonomy.
3. It stipulates that the main character of the community development (regional autonomy) mentioned in the first Paragraph is the citizens and a regional autonomy group may be established for each regional segment.
4. It stipulates that the detailed stipulation concerning the regional segments and regional autonomy groups is specified in a separate ordinance based on the principles of this ordinance determined by the citizens, city assembly and city.

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## Chapter 9 Rights of Children

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(Rights of Children)

Article 22. Children shall, as a member of society, retain the right to express their own opinions, and shall be guaranteed with the environment that promotes healthy growth.

Description

Depending on their ages, it stipulates that children hold the right to express their own opinions on matters related to them as a part of society, and they are guaranteed the environment that promotes their healthy growth (physical and mental and education, etc.).

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## Chapter 10 Cooperation and Combined Efforts with the Central Government and Other Local Governments, etc.

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(Cooperation and Combined Efforts with the Central Government and Other Local Governments)

Article 23. The city shall, when solving broad-based or common problems, cooperate on an equal footing with the central government, Tokyo metropolitan government, other local governments, and relevant authorities to handle the problems cooperatively.

**Description**

When solving broad-based or common problems, including medical, welfare and environment matters, it stipulates that the city may cooperate on an equal footing with the central government, Tokyo metropolitan government, other local governments, hospitals, universities, non-profits and relevant authorities to work together to handle the problems mutually.

(Relationships with the international community)

Article 24. The city shall make an effort to reach a mutual understanding and collaborate with international society with an awareness of being an international city.

**Description**

Shinjuku is the place where people from home and abroad live, work and study. It is also a city visited by many tourists. This ordinance stipulates that the city shall make an effort to reach a mutual understanding and collaborate with international society with an awareness of being an international city.

## Chapter 11 Review of the Ordinance, etc.

(Review of the Ordinance, etc.)

Article 25. The mayor shall, at intervals of not more than four years, examine this ordinance and the relating legal institutions with the citizens and city assembly and shall take necessary measures on the basis of the spirit of this ordinance.

**Description**

This ordinance is the supreme norm for Shinjuku City and is a constantly evolving ordinance to respond to changes in society in the context of the fundamental principles of this ordinance. The shape of autonomy must respond to the changes in the relating legal institutions and socioeconomic circumstances. Thus, it stipulates that the mayor must, at intervals of not more than four years, examine this ordinance and the relating legal institutions with the citizens and city assembly to take necessary measures.

### Supplementary Provisions

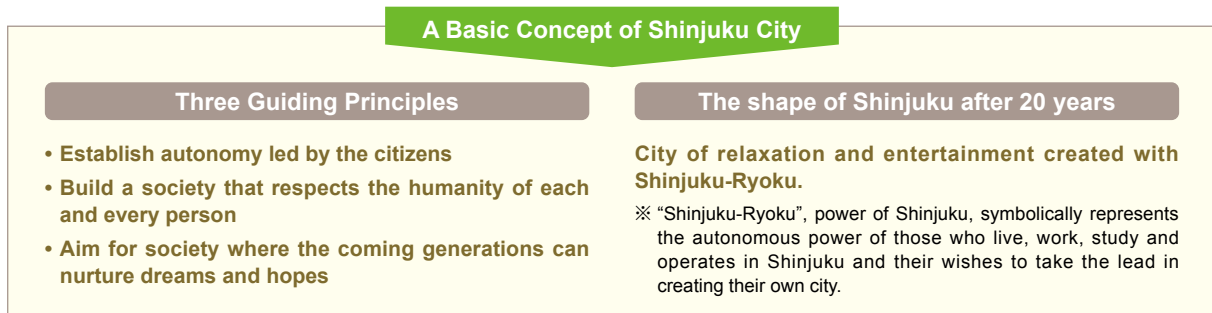
This Ordinance shall come into force as from April 1, 2011.

It stipulates the date of enforcement to implement the efficacy of stipulations in this ordinance.

## 4 Approaches to Enactment of the Shinjuku City Basic Autonomy Ordinance

### 1 Basic concept and the Basic Autonomy Ordinance

Shinjuku City redesigned the basic concept in December 2007.



Responding to the basic concept, the city stated in the comprehensive plan that they would implement a basic autonomy ordinance (provisional title) with the citizens, city assembly, and the city in an integrated manner as it is the basic rule of the community development for the future of Shinjuku. As stated in the first action plan (four year project master plan from 2008 to 2011), the city aimed for the enactment of the basic autonomy ordinance by 2009. In this way, the city embarked on the enactment of the basic autonomy ordinance to clarify the fundamental principles and ground rules of the autonomy in Shinjuku.

### 2 Deliberation by the city mayor and chairperson of the city assembly

In the course of establishing the basic autonomy ordinance, in October 19, 2007, the mayor made a proposal to the chairperson of the city assembly regarding the following matters in anticipation of autonomy unique to Shinjuku, recognizing the importance of joint efforts of the citizens, city assembly and executing agency.

- (1) In the course of establishing the basic autonomy ordinance, the citizens, city assembly, and executing agency shall work together in a unified manner. The city assembly and executing agency shall prepare the outline, action assignments, and issues to establish the basic ordinance for the time being.
- (2) Thus, a committee of review and liaison conference for the basic autonomy ordinance (provisional title) (“review and liaison conference”) shall be established jointly by the city assembly and executing agency where they can exchange information and opinions mutually.
- (3) The review and liaison conference shall consist of the city assembly members, municipal employees, and one of academic experts.
- (4) The cost of the review and liaison conference and other specific manners of operation shall be stipulated.
- (5) The city assembly and executing agency shall prepare framework for each to establish a basic ordinance based on the information and opinions exchanged at the review and liaison conference.
- (6) The shape of citizen participation in the course of establishing the basic ordinance shall be determined separately after the inauguration of the review and liaison conference.
- (7) Other necessary matters concerning the unified efforts of the city assembly and executing agency toward the enactment of the basic ordinance shall be determined upon mutual consultation accordingly.

As the result of the mutual consultation between the mayor and the chairperson of the city assembly, they exchanged a conference document including the above matters and started a detailed study in November 2, 2007.

### 3 Review and liaison conference for the basic autonomy ordinance (“review and liaison conference”)

The conference document states that, with the aim to realize the shape of autonomy in Shinjuku, the citizens, city assembly, and executing agency shall work together in a unified manner in the course of establishing the basic autonomy ordinance. The city assembly and executing agency shall prepare the outline, action assignments and issues to establish the basic ordinance for the time being. As the result of it, a review and liaison conference was established. As a leader (advisory panel), we delegated the role of advisory panel to Mr. Takanobu Tsujiyama of the Japan Research Institutes for Local Government.

#### ● The roles of review and liaison conference

The city assembly and executing agency shall jointly establish a committee of review and liaison conference to exchange information and opinions mutually.

#### ● Composition of the review and liaison conference

##### From the first conference (November 12, 2007) to the 11th conference (December 16, 2008)

###### Total of thirteen members

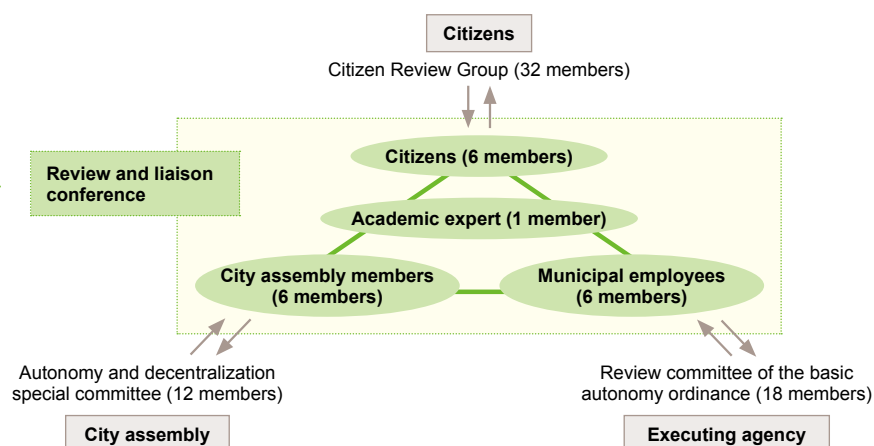
- One academic expert delegated by the chairperson of the city assembly and mayor (advisory panel)
- Six city assembly members selected by the chairperson of the city assembly (city assembly members)
- Six municipal employees selected by the mayor (municipal employee members)
- We set the advisory panel as a leader and one person from city assembly members and municipal employee members to be sub-leaders respectively.

##### After the 12th conference (February 6, 2009)

###### Total of nineteen members

- One academic expert delegated by the chairperson of the city assembly and mayor (advisory panel)
- Six city assembly members selected by the chairperson of the city assembly (city assembly members)
- Six municipal employees selected by the mayor (municipal employee members)
- Six representatives of the Review and liaison conference for the basic autonomy ordinance (citizen representatives)
- We set the advisory panel as a leader and one person from city assembly members, municipal employee members and citizen representatives to be sub-leaders respectively.

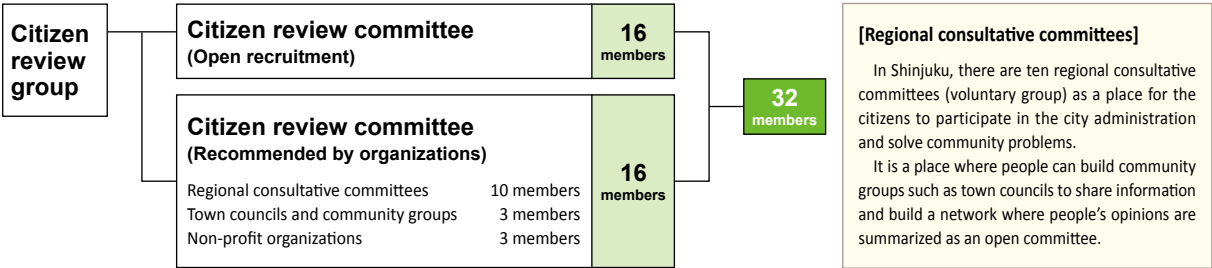
Illustrated image of the Review Group of Citizens, City Assembly and Mayor (Executing Agency)



**Num. of review and liaison conferences held by year**

2007	2008	2009	2010	Total
5	7	16	16	44

**4 Citizen review group (citizens review conference)**



○ Based on the conference document, the city assembly and executing agency exchanged a new conference document to establish a conference called a “citizen review conference for the Shinjuku City Basic Autonomy Ordinance (provisional title)” (“citizen review conference”) in July 22, 2008. Additionally, this citizen review conference formally named itself as the “citizen review conference for the Shinjuku City Basic Autonomy Ordinance” in January 22, 2009.

○ In addition, in accordance with the new conference document, six representative members of the citizen review conference joined the review and liaison conference.

○ The following is the procedure of determination in the citizen review conference:

**1) Operations of the citizen review conference**

The citizen review conference determines how the citizen review conference shall operate. Additionally, members of the review and liaison conference shall join in the conference as an observer and provide information on an as needed basis.

(Basically, the observer shall participate in the conference until citizen representatives join in the review and liaison conference)

**2) Establishment of an academic expert and facilitator**

To facilitate the effective and efficient operations of the citizen review conference, the conference shall establish academic experts (Mr. TSUJIYAMA Takanobu of the Japan Research Institutes for Local Government and Professor USHIYAMA Kunihiko of the School of Political Science and Economics, Meiji University) and a facilitator.

Duties of the facilitator are to provide support at lectures given by academic experts, control and coordinate the progress of each group and provide support to summarize the presentation of groups, as well as to summarize conference minutes at citizen review conference to prepare documents.

**3) Agendas of the citizen review conference**

When preparing agendas, the members shall illustrate them by referring to examples of other local governments and on the basis of that, the citizen review conference shall set up their own agendas.

**4) How to determine agendas**

Determination of each agenda shall be in three steps including (1) study, (2) workshop, and (3) summarize.

**5) Secretariat to the citizen review conference**

The office for the citizen review conference shall be at the Planning and Policy Division of the General Policy Department and the Secretariat to City Assembly.

**Num. of citizen review conferences held by year**

2008	2009	2010	Total
14	26	19	59

**5 Past approaches to the enactment of ordinance** (edit both figures and pictures)

2007

● February

**The necessity of enacting the Shinjuku City Basic Autonomy Ordinance**

According to the report from the basic concept deliberation council that was determined based on proposals of Shinjuku citizen conference of February 2007, it included the necessity of the basic autonomy ordinance (provisional title).

As a result, the city spent four years in the establishment of the Shinjuku City Basic Autonomy Ordinance aiming to realize the guiding principles of autonomy and fundamental principles intended by the basic concept and comprehensive plan established in December 2007.

● May

**Establishment of the autonomy and decentralization special committee**

Established an autonomy and decentralization special committee and small review committee of the basic autonomy ordinance.

● November

**Establishment of the review and liaison conference**

The mayor and chairperson of the city assembly concluded the deliberation toward the enactment of the basic autonomy ordinance and jointly established a review and liaison conference as an organization that the city (local government) and city assembly may provide further insights of the basic autonomy ordinance.

The review and liaison conference consisting of the city (local government) and city assembly discussed mainly about the shape of citizen participation in the determination of the basic autonomy ordinance.

Review and liaison conference



2008

● May

**Holding of community talkfest and public recruitment of citizen review group members**

The city held community talkfests in ten locations in the city mainly in community centers, aiming to start taking approaches to the enactment and determination of the basic autonomy ordinance and to get across the recruitment of citizen review group members, which is a review organization consisting of citizens. (Held 10 times from May 9 to June 30, 2008)

● July

**The citizen review conference was established**

The citizen review conference was established with 32 members and academic experts, including 16 members recruited from the public, 16 members recommended by the regional consultative committees, town councils, and community groups and non-profits.

The citizen review conference was convened 56 times until the ordinance was enacted. (Conference was held twice to three times a month. Support of academic experts and facilitator)



Citizen review conference workshop

2009

● January

**Selection of six citizen representatives for participation in the review and liaison conference**

Six members were selected to be citizen representatives from the citizen review conference to participate in the review and liaison conference.

● February

**Holding of the review and liaison conference by three parties including the citizens, city assembly, and city (local government)**

The review and liaison conference was held with the participation of 19 members in total, including six members from each party and one academic expert. The outline of the ordinance was determined based on the proposals submitted by each party.

2010

● January

**Holding of the interim presentation meeting**

To make reports on the contents determined in the past review and liaison conference, aiming to exchange opinions with the citizens.



The interim presentation meeting for the basic autonomy ordinance

● July

**Review and liaison conference summarized the outline of the ordinance**

Based on the proposals of three parties, an outline of the ordinance was compiled after a series of discussions.




- **June to August**      **Implementation of citizen questionnaires, discussion meetings (see left), community talkfests, and public comment**

To invite a wide range of opinions, citizen questionnaires, ※ citizen's discussion meetings, and community talkfests were implemented from June to August. In addition, public comment was held to obtain feedback on the outline of the ordinance.

June 4 to 25:	Implementation of questionnaires targeting citizens
June 19 and 20:	Holding of a citizen review meeting
August 3, 5 and 7:	Holding of community talkfest three times
July 14 to August 11:	Implementation of public comment
  
- **August**      **Submission of a draft of the ordinance from the review and liaison conference to the mayor and chairperson of the city assembly (August 26)**

Based on the proposals submitted by three parties, including the citizens, city assembly, and city (local government), the review and liaison conference compiled an outline of the ordinance. In addition, the conference was held 40 times to shape the ordinance into a draft and submitted to the mayor and chairman of the city assembly.



The leader, Mr. Tsujiyama, submitted the draft of the ordinance to the mayor and chairperson of the city assembly.
  
- **October**      **Enactment of the basic autonomy ordinance (October 14)**

Based on the draft submitted by the review and liaison conference, the city prepared a proposal of the ordinance. In October 14, the proposal was passed at the 2010 3rd city regular conference and the basic autonomy ordinance was enacted.
  
- **November**      **Holding of regional briefing sessions**

After the enactment of the ordinance, the city held regional briefing sessions at 10 community centers from November 17 to December 18, 2010 and approximately 218 people participated in the sessions.

## Glossary

### ※ Citizen's discussion meeting

It is a meeting that the conference recruited participants from randomly selected 1500 citizens. During the two-day meeting on Saturday, June 19 and Sunday, June 20, the citizens discussed on six agendas mainly set based on the outline of basic autonomy ordinance, which was prepared at the review and liaison conference. Such implementation of discussion meetings for citizens was the first attempt for Shinjuku. It was implemented by reference to the citizen participation method called *planungszelle*, citizens' jury in Germany, which started in Germany in the 1970s, and it is very rare to implement this technique in the course of enacting an ordinance.

# Shinjuku City Basic Autonomy Ordinance

(Shinjuku City Ordinance No. 43)

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## Preamble

In the past, our ancestors established the first colony in a section of leafy Musashino Terrace. Since then, an endless number of people continued to live unremittingly and fostered a diverse array of cultures while surviving through many years.

Shinjuku City, which was born after the merger of three wards of Ushigome, Yotsuya, and Yodobashi in 1947, continues to become urbanized to this date as a highly diverse town, boasting different tastes that vary from one area to another, such as the area developed in a systematic manner as an urban district since the Edo period, the emerging commercial area centering around Shinjuku Station, and the rural area located on a hill in a hilly terrain area.

Located in the heart of the nation's capital, Tokyo, our city Shinjuku continues to change each day and shows a great presence as a dynamic international city, where people from home and abroad with various purposes gather and live together.

Shinjuku is also a city of valuable histories and cultures established by people who worked strenuously. It is well known for producing one of Japan's great novelists, Natsume Soseki, and many other valuable assets.

Additionally, Shinjuku is also an up-and-coming energetic city providing a source of new cultures that lays a path to the new age.

Those historical and cultural legacies and the area's environment are what we take pride as Shinjuku's excellent characteristics.

Shinjuku is now moving into the era of regional autonomy.

Taking advantage of the characteristics, our important mission is to realize a sustainable society to provide a safe and secure environment and promote information sharing and participation

of the citizens in the city administration, as well as to flourish as a city of full-blown community autonomy.

With the deep understanding of new trends of the times, we strive for the world's lasting peace and global environmental protection to create the citizen-led autonomy that is best suited for the area where sovereignty rests with the people as we respect the human rights and individuality of each person.

We are striving for the realization of a multicultural society to appreciate the diversity of each citizen with the people gathered from across the world, as well as to pass down the tremendous history and cultures of the city beyond the generations. With an aim to express our determination in creating the local government that lies firmly at the foundation of the citizen's individual thoughts, we herein establish the ordinance as the supreme norms of Shinjuku.

## Chapter 1. General Rules

### (Purpose)

Article 1. The purpose of the Shinjuku City Basic Autonomy Ordinance is to clarify the fundamental principles of the autonomy and define the principles of city administration operations and responsibilities of the citizens, Shinjuku City Assembly ("city assembly"), and the mayor of Shinjuku ("mayor") with the aim to achieve additional progress in realizing the autonomy of Shinjuku City ("city").

### (Definitions)

Article 2. When used in this ordinance, the following words and terms shall have the meanings specified herein:

- (1) A "citizen" means a person who lives, works, studies, or operates within the boundaries of Shinjuku ("in this city") and a person or organization who conducts business activities in this city.
- (2) A "public service" is a service stipulated in the Article 2 of the Basic Act on Public Services (Act No. 40 of 2009).
- (3) A "city's administrative agency" includes the mayor, Shinjuku City Board of Education, Shinjuku City Election Committee, and Shinjuku Audit Committee.
- (4) A "municipal employee" is a person specified herein:
  - a) A person engaged in regular government services stipulated in the second clause of Article 3 of the Local Public Service Act (Act No. 261 of 1950) and a person engaged in special government services stipulated in the third clause of Article 3, excluding the assembly members, and those who work for the city.
  - b) A person who works as educational personnel for the city whose wage is paid by a prefectural government prescribed in the first clause of Article 37 of the Act on the Organization and Operation of Local Educational

Administration (Act No. 162 of 1956).

#### **(Fundamental principles)**

- Article 3. The city shall conduct the city administration that respects the human rights and treats each individual with respect.
2. The city shall achieve progress in realizing the autonomy led by the citizens and the citizens shall, as a bearer of the autonomy, solve problems of the community.
  3. The city is a municipality based on the purposes of local autonomy and holds a well-established right of self-government that promotes the city administration based on the citizen-led autonomy.

#### **(Positioning of the Ordinance)**

- Article 4. The city shall treat this ordinance as the supreme norms for the city and ensure consistency with the matters provided for in this ordinance when it enacts, revises, or repeals city ordinances and regulations.

### **Chapter 2. Citizens**

#### **(Rights of the citizens)**

- Article 5. The citizens shall retain the right to know information on the city administration.
2. The citizens shall retain the right to receive public services.
  3. The citizens shall retain the right to participate in city administration.
  4. The citizens shall retain the right to learn throughout their lives as a bearer of the city's autonomy.

#### **(Responsibilities of the citizens)**

- Article 6. The citizens shall respect each other's freedom and individuality as people coexisting together in the city and shall make an effort to participate in the development of a better community society.

### **Chapter 3. City Assembly, etc.**

#### **(Establishment of the city assembly)**

- Article 7. The city assembly shall be established in the city as a representative agent of the citizens.

#### **(Responsibilities of the city assembly)**

- Article 8. The city assembly shall, as a representative agent of the citizens, exercise voting rights to have the opinions of the citizens reflected appropriately. At the same time, the city assembly shall examine and monitor the realization of proper public administration.
2. The city assembly shall, as a lawmaking organ of the local government, make a positive effort to conduct policy planning activities and provide policy recommendations to revitalize congressional efforts.
  3. The city assembly shall share information concerning congressional efforts with the citizens to fulfill the responsibilities to make a full explanation.

#### **(Responsibilities of the assembly members)**

- Article 9. The members of the city assembly ("members") shall,

as a representative for the citizens, conduct themselves with an awareness of their authorities and duties.

2. The members shall make congressional efforts with justice and impartiality in conformity to the political code of ethics as specified in a separate ordinance and other laws and regulations.

### **Chapter 4. Mayor, et al.**

#### **(Establishment of the mayor)**

- Article 10. The mayor shall be established for the city as a representative of the city.

#### **(Responsibilities of the mayor)**

- Article 11. The mayor shall respond to the trust of the citizens and run the city administration equally and fair.

#### **(Responsibilities of the city's administrative agency)**

- Article 12. The city's administrative agency shall make an effort to accurately understand the needs of the citizens as the closest administrative agency to the citizens and shall exercise their duties on their own judgment and responsibilities.

2. The city's administrative agency shall fulfill the responsibilities to provide a full explanation, such as using various ways in providing the citizens easy-to-understand information concerning the city administration.

#### **(Responsibilities of the municipal employees)**

- Article 13. The municipal employees shall love the city and make an effort to realize the autonomy of the city from the citizens' viewpoint.

2. The municipal employees shall have a consciousness of being a part of the local government, which is the closest body to the citizens. The municipal employees shall carry out their responsibilities on a fair and equitable basis in conformity to the rules concerning the protection of public interests and employees' code of conduct specified in a separate ordinance and other laws and regulations.
3. The municipal employees shall make an effort to pursue the acquisition of knowledge and improve their abilities necessary to carry out their responsibilities.

### **Chapter 5. Principles of City Administration Operations**

#### **(Principles of city administration)**

- Article 14. The mayor shall make an effort to restore fiscal health and create an independent financial base and shall make an effort to provide effective and efficient public services from fair and equal viewpoints.

2. The mayor shall establish and realize comprehensive plans based on the city's basic concepts when providing public services.
3. The mayor shall publicize financial conditions of this city to the citizens in an appropriate manner.
4. The city's administrative agency shall secure coordination between organizations and facilitate the organizations to exercise administrative functions as a unit.

5. The city's administrative agency shall use various ways to understand the opinions of the citizens and provide the citizens with opportunities to participate and collaborate in the city administration.
6. The city's administrative agency shall conduct an administrative evaluation and publicize the results of an administrative evaluation to the citizens, as well as to have the opinions of citizens reflected to the administration appropriately.

### Chapter 6. Disclosure of Information and Protection of Personal Data

#### (Disclosure of information)

Article 15. The city's administrative agency and the city assembly shall guarantee the citizens' rights to access the citizens' information concerning the city administration and shall publicize the information by actively sharing the information with the citizens.

#### (Protection of personal data)

Article 16. The city's administrative agency and the city assembly shall protect and manage the personal data held by the city properly.

### Chapter 7. Referendum

#### (Referendum)

Article 17. The city shall establish a voting system ("referendum") to call for a vote of confidence of the citizens directly on matters that have a significant impact on the lives of the citizens and city administration.

2. Those with the right to vote in a referendum shall be older than 18 years of age who reside in this city as specified in a separate ordinance.

#### (Implementation of referendum)

Article 18. Referendum shall be implemented by the mayor under the following circumstances.

- (1). In regard to the matters prescribed in the first clause of the preceding Article, when those with the right to vote in a referendum who are older than 18 years of age and reside in this city as specified in a separate ordinance requested to hold a referendum with the countersignatures from more than one-fifth of the total number of voters.
  - (2). In regard to the matters prescribed in the first clause of the preceding Article, when more than one-twelfth of the number of the members proposed the implementation of a referendum and it was resolved by the city assembly.
2. Notwithstanding the provisions of the preceding clause, the mayor shall implement a referendum when it is recognized that it is necessary to directly ask for the opinions of the citizens, in regard to the matters prescribed in the first clause of the preceding Article.

#### (Respect for the result of a referendum)

Article 19. The city shall respect the result of a referendum.

#### (Delegation to ordinance)

Article 20. Besides the matters prescribed in the preceding three articles, all other necessary matters relating to the implementation of a referendum shall be specified in a separate ordinance.

### Chapter 8. Community Autonomy

#### (Community Autonomy)

Article 21. The city shall respect the citizen-led autonomy based on the characteristics of each district and promote the regional autonomy so that the citizens can develop the community that is rich in individuality and charms.

2. The city's administrative agency shall implement necessary measures to promote the regional autonomy.
3. The citizens shall establish a regional autonomy group for each regional segment to realize the community development as specified in the first clause.
4. Necessary matters concerning the regional segments and regional autonomy groups shall be specified in a separate ordinance.

### Chapter 9. Rights of Children

#### (Rights of Children)

Article 22. Children shall, as a member of society, retain the right to express their own opinions, and shall be guaranteed with the environment that promotes healthy growth.

### Chapter 10. Cooperation and Combined Efforts with the Central Government and Other Local Governments, etc.

#### (Cooperation and Combined Efforts with the Central Government and Other Local Governments)

Article 23. The city shall, when solving broad-based or common problems, cooperate on an equal footing with the central government, Tokyo metropolitan government, other local governments, and relevant authorities to handle the problems cooperatively.

#### (Relationships with the international community)

Article 24. The city shall make an effort to reach a mutual understanding and collaborate with international society with an awareness of being an international city.

### Chapter 11. Review of the Ordinance, etc.

#### (Review of the Ordinance, etc.)

Article 25. The mayor shall, at intervals of not more than four years, examine this ordinance and the relating legal institutions with the citizens and city assembly and shall take necessary measures on the basis of the spirit of this ordinance.

### Supplementary Provisions

This Ordinance shall come into force as from April 1, 2011.



**Handbook for the Shinjuku City  
Basic Autonomy Ordinance**

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