

Our

**Machida City Assembly**

**Bureau of Machida City Assembly**

Located at 2-2-22 Morino, Machida city Tokyo 194-8520

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## **What is City Assembly?**

It is the place where members of the assembly elected by local people gather to discuss and decide on what to be done to make people's lives in the city safer and better.

## **What is the number of assembly members?**

36 members in accordance with the regulation of Machida city

## **How is the assembly run?**

A plenary session is attended by all members.

⇒A committee meeting is held by four groups of 9 members each

## **How the members are elected?**

They are elected once every four years

Over 25 years old are qualified to run for an election.

Over 18 years old are qualified for an elector

## Role and responsibility of Machida city

Assembly has various tasks and duties to execute.

Main ones are as follows;

- ① To make regulations and rules of the city
- ② To draw up the budget which is needed for the city to fulfill its duties as well as closing account to check up if such a budget is spent properly
- ③ To make sure that the all tasks are done for the benefit of the local people.
- ④ To submit the requests to the metropolitan government of Tokyo and the National Government
- ⑤ To obtain the member's consent as to personnel of the important post such as a deputy mayor.(agreement)

## Request from us, citizens in Machida

We, citizens are able to submit our requests to the city as to what we would want the metropolitan government and the national government to do for us. (request /petition)

Members of assembly will meet us in person, listen to us and discuss the agenda risen among them. Upon our request is accepted (approval) it will reflect on the administration of the city or be submitted to the national government or the metropolitan government of Tokyo.

## **Introduction to Assembly Hall**

### ①Chairman's seat

Chairman to speak as a MC from this seat. The seat is positioned higher than the others so that a chairman can overlook the whole room

Chairman is elected out of the members of assembly and represent the assembly.

He plays an important role in the assembly.

### ②Presenter's seat

City officers including the mayor to be seated to answer to the assembly members' questions

### ③Seats for the assembly members

They may ask questions or present their opinions

### ④Public gallery

For the visitors. Visitors should stay quiet here during the assembly.

### ⑤Podium

From this spot questions are asked

### ⑥Bureau of assembly

Officials in charge of administration of the assembly

Secretary General to be seated next to the chairman

## System of Assembly (how to run the regular assembly)

To be held four times a year (mostly in March, June, September, December) (Regular Assembly)

A meeting which is held in case of emergency is called the extraordinary meeting

### Plenary meeting (all members gather)

1. Opening ceremony – Commencement of the regular assembly
2. Briefing on the subjects of the meeting. Mayor to explain what has to be done to make the people's life better (a bill) to the assembly members
3. Questions/Answers

Assembly members to ask questions and make sure of their understandings (questions and answers)



### Committee

5. Reference of the bills

To refer the bills to four groups (the committee) (making the reference)

The bills are discussed at the each committee



### Plenary Meeting

6. Report by Chairman

Chairman to report the content of discussions at the committee meeting

7. Questions and answers

Questions as to the content of the chairman's report

8. Members to state their opinions whether they are for or against the bill

9. Voting on the bill

To decide whether they are for or against (decision)

10. Ending ceremony

To end the meeting

## **Roles and responsibilities of the Committee**

City allocates the overall tasks into four categories. The standing committee is the organization to discuss the ideas (a bill) how to make people's life better. City also holds the operation committee.

### **General Affair Standing Committee:**

To discuss the tasks of Policy Management Department where a plan and a goal of the city are set, General Affair department where document and information of the city are monitored as well as Economy and Tourism Department

### **Health and Welfare Committee:**

To discuss the tasks of Regional Welfare department where health, welfare and medical care of the local residents are managed, and of Vibrant Living department as well as Public Health center

### **Education and Society Standing Committee:**

To discuss the tasks of Disaster Prevention & Security department and Citizens department that are to prevent the people from disaster, Educational Committee, Sports and Culture department and the Kids Life department.

### **Construction Standing Committee:**

To discuss the tasks of Natural Environmental and Resource department such as protection of natural environment by eliminating wastes and of Town Planning department to make a pleasant living environment, Road department and Sewage System Department

### **Assembly Operation Committee:**

Decide on the process of the assembly and its rules

### **Special Committee:**

In the event that the extraordinary issue took place or any issue emerged that should be discussed at the several committees, Special committee will be set up.

For example, how to improve the city assembly is discussed.

### **General Interpellation**

Apart from decision making on the bill, each one of assembly members is allowed to ask any question about the overall work and the city affairs or make suggestions. This is a general interpellation.

For example;-

All of issues are familiar with us such as a noise problem caused by the jet plane, subsidies for medical costs, current situation of the after-school child day care and so on

## Welcome to visit the assembly!

Anyone can come and see and listen to what they are talking about in the city assembly.

- \*Kids and babies are welcomed. (a space for parents and kids is available)
- \*Wheel chair space is available
- \*Guide dog and service dog can be accompanied
- \*You can request a sign language interpreter

We look forward to have your educational field trip here!

Please file your application for it.

### Photos:

(Left top) reception, (Right top) Voting button,

(Left middle) observers seats, (Right middle) Parents and kids seats

(Bottom left) Garden on the 3<sup>rd</sup> floor, (Bottom center and right) Flower garden on the 4<sup>th</sup> floor

<Contact information for enquiry>

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