

This is an unofficial translation of the NAOJ Regulations No. 2 of the National Astronomical Observatory of Japan, Regulations of the Executive Committee of the National Astronomical Observatory of Japan, dated April 1, 2004. Only the original Japanese text of these regulations has legal effect, and this translation is to be used solely as reference material to aid in understanding the original Japanese version.

## Regulations of the Executive Committee of the National Astronomical Observatory of Japan

April 1, 2004

NAOJ Regulations No. 2

### Article 1. Establishment

The National Astronomical Observatory of Japan shall have the Executive Committee of the National Astronomical Observatory of Japan (hereinafter, the “Committee”).

### Article 2. Duties

In response to the request of the Director General, the Committee shall deliberate the matters set forth in the following items:

- (i) Important matters relating to the operations of the National Astronomical Observatory of Japan, such as budget, personnel matters, research, and education;
- (ii) The following important matters pertaining to the operations proposed by the Planning Committee:
  - a. Matters concerning establishment, reorganization, and abolition of Project Offices and Centers;
  - b. Matters concerning important personnel planning, such as arrangement of permanent employees and Employees on Annual Salary System; and
  - c. Matters concerning planning and development of important facilities and equipment; and
- (iii) Other important matters considered necessary by the Director General in regard to operations.

### Article 3. Organization

The Committee shall consist of:

- (i) Director General;
- (ii) Vice-Director General;
- (iii) Director of Engineering;

- (iv) Director of Research Coordination;
- (v) General Manager; and
- (vi) Around five persons designated by the Director General from among the Professors, Executive Engineers, and Project Professors.

#### Article 4. Term of Office

1. The term of office of the members in item (vi) of the preceding article shall be two years, and they may be reappointed.
2. The term of office of a substituting member, when a vacancy for a member in the preceding paragraph occurs, shall be the remaining term of office of his/her predecessor.

#### Article 5. Chairperson

1. A meeting of the Committee shall have a chairperson, and the Vice-Director General on General Affairs shall serve as the chairperson.
2. The chairperson shall preside over the meeting.
3. When the chairperson is unable to attend to his/her duties, a person designated by the chairperson in advance shall carry out the duties of the chairperson in his/her place.

#### Article 6. Holding a Meeting

A meeting of the Committee shall be held regularly. However, it may be held on a temporary basis, when necessary.

#### Article 7. Proceedings of Committee Meetings

1. A meeting of the Committee may be declared open and a resolution may be made, only if more than a half of the members are present in the meeting.
2. A decision of the Committee shall be made by a majority of the attending members, and in the case of tie in votes, the chair of the meeting shall make the decision.

#### Article 8. Attendance of a Person Other Than Members

When necessary, the Committee may invite a person other than the members to be present at a meeting in order to hear his/her opinions.

#### Article 9. General Affairs

General affairs of the Committee shall be processed at the General Affairs Group of the Administration Department.

Article 10. Miscellaneous Provisions

Matters that may be necessary in regard to the operation of the Committee in addition to those set forth in these Regulations shall be separately determined.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2004.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2006.

Supplementary Provision

These Regulations shall come into effect as of May 1, 2009.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2012.

Supplementary Provision

These Regulations shall come into effect as of April 15, 2014 and shall apply from April 1, 2014.

Supplementary Provision

These Regulations shall come into effect as of January 1, 2017.