

Steering Committee Operation Provisions

1. Objective

The members of the Steering Committee are the highest executives responsible for the administration of this society. If there are any discrepancies in their opinions concerning the basic policies on the administration of the society and the handling of important issues, meetings of the General Assembly, the Board of Directors, and the Board of Standing Directors cannot be held successfully. To avoid such situations, the conventional council of the three key officials was reorganized into the Steering Committee in fiscal 2002 with the approval of the 4th meeting in 2001 of the Board of Standing Directors. These detailed rules stipulate the rules concerning the operation of the Steering Committee to ensure its effective function and the accomplishment of the society's intended purposes.

2. Status and Function of the Steering Committee

- 2-1. The Steering Committee shall be established as an internal organization of this society without changing the Rules.
- 2-2. The Steering Committee is not a decision-making group. It shall endeavor to ensure smooth communications for the integral control of this society through 1) information exchange concerning all of the activities in this society, 2) prior coordination for consultation on important issues to the Board of Directors and the Board of Standing Directors, 3) information exchange concerning the activities of those committees responsible for supervisory duties, and coordination of the activities of the committees, and the like.
- 2-3. Irrespective of provisions 2-2, the Steering Committee can make its own decisions and take action as appropriate in emergencies such as negotiations with outside sectors. In these cases, the fact must be reported to the Board of Directors and the Board of Standing Directors after the fact.

3. Lineup, Period and Summons of Meetings

- 3-1. The Steering Committee consists of the chairperson, vice-chairpersons and managing director. Meetings of the Steering Committee may be attended by observers as required, and shall always be attended by the secretary-general.
- 3-2. A meeting of the Steering Committee shall be summoned by the chairperson (usually the managing director serves as a proxy under the direction of the chairperson) as required.

4. Quorum

Every meeting shall, as a rule, be attended by all members described in 3-1 above.

5. Handling of the Proceedings of the Steering Committee

After completion of each meeting, proceedings shall be generated, and a copy of the proceedings shall be delivered to each member of the Board of Standing Directors.

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