

PMRA

Bylaws & Policy Manual

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Public Management Research Association

Updated September 2026

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Part I — Bylaws

Approved June 26, 2024 | Amended September 15, 2025 | Amended July 22, 2026

Article I: Name and Location

1.1 Name: The organization shall be known as the Public Management Research Association (PMRA).

1.2 Location: The principal office of PMRA shall be determined by the Board of Directors.

Article II: Purpose

2.1 Mission: PMRA is a professional membership organization established to advance research on public organizations and their management. This includes, but is not limited to, sponsoring conferences, supporting publications, fostering professional and academic opportunities, and serving as a voice for the public management research community.

2.2 Scope: PMRA's mission covers formal governmental organizations, nonprofit institutions, quasi-public institutions, and organizations with public contracts or serving public purposes. It aims to foster relations among researchers in various disciplines concerned with management and organization.

Article III: Membership

3.1 Eligibility: Membership is open to individuals interested in public management research and requires registration, payment of applicable fees, and adherence to criteria set by the Board.

3.2 Rights and Responsibilities: Membership entitles individuals to voting rights, eligibility for office, and access to PMRA services.

3.3 Dues, Types, and Benefits: Membership dues, types, and benefits are set by the Board of Directors.

Article IV: Governance

4.1 Status and Governance

A. Legal Status: PMRA is a nonprofit academic membership association.

B. Governance: PMRA is governed by a nine-person Board of Directors and key officers.

4.2 Board of Directors

A. Composition: The voting membership of the Board of Directors shall consist of nine members plus the elected Officers. Ex-officio members shall be included as non-voting members.

B. Terms of Office: Board members serve four-year terms, staggered to ensure continuity, and may not serve two consecutive terms. Officers serve two-year terms.

C. Nominations and Elections

1. The President appoints a five-person Nominating Committee.

2. The Nominating Committee will announce and solicit nominations from the membership to create a slate of candidates which is approved by the Board.
3. Board Members are elected by the membership via electronic survey, with those receiving the most votes elected to the Board.
4. In the event of a Board vacancy, the process for filling the vacancy depends on how much time remains before the next scheduled Board election:
 - a. If more than six months remain before the next scheduled Board election: Board members may submit nominations to the President; the President consults with the Executive Committee; the President presents a candidate or candidates to the Board for a final vote; and the interim member serves until the next scheduled Board election or the end of the original term, whichever occurs first.
 - b. This interim service will not be counted as a full term, and the interim member remains eligible to seek election to a subsequent full Board term.

(Amended by electronic vote, July 22, 2026.)

4.3 Officers

- A. President: The President serves a two-year term and is the chief executive officer of PMRA.
- B. Vice President: The Vice President serves a two-year term and is the President-Elect.
- C. Treasurer: The Treasurer serves a two-year term. The Secretariat may be appointed to this position. The Secretariat may serve without term limits and must serve as an ex-officio member of the Board when appointed.
- D. Nominations and Appointments
 1. Officers are appointed by vote of the Board.
 2. For the selection of Vice-President and Treasurer, the President identifies and nominates 1-2 candidates for each position.
 3. The Board will consider these nominees and act on them by voice vote, or electronic vote.
 4. The role of the President is automatically filled by the person who last served as Vice-President.
- E. Vacancies
 1. If a vacancy occurs in the role of President, the Vice-President will fulfill the remainder of the term as President.
 2. If a vacancy occurs in the role of Vice-President, the President will identify and nominate 1-2 candidates to the Board to fulfill the remainder of the term. The Board will consider these nominees and act on them by voice vote, or electronic vote.
 3. This interim service will not be counted as a full term.

4.4 Meetings and Procedures

A. Regular Meetings

1. Regular meetings of the PMRA Board shall be held at least twice each year, one of which is to be held in conjunction with the annual conference.
2. Meetings may be held in-person or virtually to accommodate diverse participation.
3. Notice of regular meetings shall be provided to all Board members at least 5 days in advance.

B. Special Meetings

1. Special meetings may be called by the President or by a majority of the Board.
2. Meetings may be conducted virtually for efficient communication.
3. Notice of special meetings shall be provided to all Board members at least 3 days in advance.

4.5 Quorum

- A. A quorum for Board meetings shall consist of a majority of Board members. A majority for these purposes is defined as $\frac{1}{2}$ plus one of the voting Board members and Officers of the Board of Directors.
- B. A quorum for membership meetings shall consist of the members present.

4.6 Executive Committee

A. Formation and Responsibilities

1. The Executive Committee consists of the President, Vice President, Treasurer, and administrative personnel/contractors per invitation of the President.
2. The Executive Committee oversees regular operational matters, urgent matters, and makes recommendations to the full Board.
3. The Executive Committee may act on behalf of the Board between regular meetings, with ratification of decisions at the next Regular Meeting of the Board.

4.7 Ex-Officio Members

- A. Ex-officio members will include, if appointed, the PMRA Journals Director, Editors of JPART & PPMG, and the Director/Manager of the PMRA Secretariat.
- B. Immediate Past President.

4.8 Finances

- A. Membership dues are set by the Board.
- B. The President, Vice President, and Treasurer, along with the PMRA Secretariat, prepare an annual budget for Board approval.
- C. The Board must approve the budget.
- D. The President, Vice President, and Treasurer are responsible for executing the budget.

Article V: Administration

5.1 Secretariat

- A. The Board may select a university to serve as the administrative Secretariat, which will manage routine corporate affairs as needed.
- B. The terms and duration of the Secretariat contract are at the discretion of the Board and the contracting university.
- C. The President is responsible for overseeing the performance of the Secretariat and ensuring that their work meets the standards and requirements set by PMRA.

5.2 Contractors

- A. The President has the authority to engage contractors for specific tasks or services deemed necessary for the operations of the Association.
- B. All contracted work must align with the goals and objectives of PMRA.
- C. The President shall ensure that the engagement of contractors is within the approved budget set by the Board of Directors.
- D. The President is responsible for overseeing the performance of contractors and ensuring that their work meets the standards and requirements set by PMRA.
- E. Any significant contracts or expenditures related to contractor engagement shall be communicated to the Board in a timely manner.

Article VI: Committees

6.1 Standing Committees

- A. Standing Committees are established to assist the Board of Directors in fulfilling its duties and responsibilities and to provide specialized expertise and focus in key areas relevant to the PMRA's mission and activities.
- B. The composition, responsibilities, and procedures for each Standing Committee shall be as follows:

1. Publications Committee

- a. Purpose: The Publications Committee oversees the strategic and business matters for the official scholarly journals of the Association.
- b. Composition: The committee shall consist of at least 3 members. There shall be a Chair or Co-Chairs appointed by the President.
- c. Responsibilities: The committee is responsible for managing logistics of publications, editorial matters, and assisting in the selection of editorial leadership for the journals.

2. Membership Committee

- a. Purpose: The Membership Committee manages matters related to association membership.
- b. Composition: The committee shall consist of at least 3 members. There shall be a Chair or Co-Chairs appointed by the President.
- c. Responsibilities: The committee develops strategies to increase and retain members, and reviews and suggests changes to membership dues.

3. Conference Committee

- a. Purpose: The Conference Committee works in collaboration with the President to select the university and site to host each Public Management Research Conference (PMRC). The committee continues to work with the selected hosts through completion of the conference.
- b. Composition: The committee shall consist of at least 3 members. There shall be a Chair or Co-Chairs appointed by the President.
- c. Responsibilities: The committee runs a process and provides a recommendation to the Board regarding a future conference site. Following selection by the Board, the committee coordinates with and advises the Conference Hosts as necessary.

4. Awards Committee

- a. Purpose: The Awards Committee oversees awards including, but not limited to, the H. George Frederickson Award, Beryl Radin Award, Camilla Stivers Award, Meier Travel Inclusion Awards, Riccucci-O'Leary Award, and Best Dissertation Award.
- b. Composition: The committee shall consist of at least 3 members. There shall be a Chair or Co-Chairs appointed by the President.
- c. Responsibilities: The committee appoints subcommittees for each award category as needed and ensures fair and transparent award selection processes. Additionally, they may be asked to evaluate requests for the establishment of new awards or the revision of current awards.

5. Finance Committee

- a. Purpose: The Finance Committee assists the PMRA Board with financial oversight and planning. This includes reviewing financial statements, budgets, and tax forms like the IRS Form 990. The Committee also helps the board by providing recommendations to manage investments and risk, oversee audits, and ensure compliance with financial regulations.
- b. Composition and Terms: The PMRA President appoints at least three PMRA members to the Committee, preferably staggered, for a two-year term that can be renewed once. Appointments are made upon the Treasurer's recommendation, with preference given to those with public finance expertise. The PMRA Board will be notified of all appointments. The Treasurer chairs the Committee. The President and Association Manager serve as ex-officio, non-voting members.
- c. Meetings: The Committee is required to meet at least twice each year. At a minimum, Finance Committee meetings should take place in advance of and in preparation for the Board meeting held

during the PMRA Conference and the Board meeting during which the annual budget is discussed and approved. The Committee Chair has the authority to call additional meetings as necessary.

6.2 Ad Hoc Committees

- A. The President may establish ad hoc committees as needed to address specific issues, tasks, or projects that arise during the course of the Association's activities.
- B. Ad hoc committees shall serve for a designated period and be dissolved upon completion of their assigned tasks or projects.
- C. The composition, responsibilities, and procedures for each ad hoc committee shall be determined by the President at the time of establishment, with consideration given to the expertise and availability of potential members.

Article VII: Conferences

7.1 Conference Organization

- A. A Conference Committee is appointed to complete a competitive process and then recommend future conference sites.
- B. A Memorandum of Agreement is signed between the host university and PMRA outlining conference terms.
- C. A Conference Committee, appointed by the President, coordinates with and advises the Conference Hosts.

Article VIII: Publications

8.1 Journals

- A. The Journal of Public Administration Research and Theory (JPART) and Perspectives on Public Management and Governance (PPMG) are official scholarly journals owned by PMRA.
- B. Membership includes a subscription to JPART and PPMG at a favorable rate.
- C. Editors of JPART and PPMG, and the Journals Director, report to the PMRA Board.
- D. The PMRA Journals Director, if one is appointed, oversees strategic and business matters for the journals.
- E. The PMRA may support or sponsor other electronic and print publications.

Article IX: Amendments

9.1 Process

- A. Amendments to these bylaws are proposed and changed by a 3/4 vote of the Board of Directors.

B. Any approved changes to these bylaws shall be shared via email with current members within 30 days of approval by the Board.

Article X: Dissolution

10.1 Dissolution: In the event of dissolution, PMRA's assets shall be distributed for charitable or educational purposes.

Part II — Policy Status Index

This index lists every governing document in this manual and the date it was approved by the PMRA Board of Directors. The Bylaws are listed first; every policy below it is in alphabetical order. Click a document name to jump to it.

Document	Approved / Amended	Notes
Association Bylaws	Amended July 22, 2026	Article IV §2.C.4 (Board vacancies)
Conference Site Selection Policy	November 6, 2023	Includes the site proposal evaluation process and the Memorandum of Agreement with conference hosts
Editor Selection Policy	March 31, 2026	—
Elections Policy	December 16, 2024	—
Endowment Spending Policy	December 16, 2024	—
Journal Submission Cap Policy (Pilot)	June 17, 2026	Effective July 1, 2026; pilot reviewed June 2027
Membership Policy	October 7, 2024	—
Procurement Policy	September 15, 2025	—
Public Statement Policy	June 25, 2025	—
Regional Conference Funding	January 2019	—

Part III — Governance & Administrative Policies

Elections Policy

Approved December 16, 2024 | Amended: n/a

The Nominating Committee

- Per the by-laws (4.2C), the President shall propose a five-person Nominating Committee to the Board for approval by vote.
- At least 2 members of the Nominating Committee will be current PMRA Board Members.
- At least 1 member will be selected from the membership at large, e.g. not a PMRA Board Member.
- As a matter of practice, the Vice-President/President-Elect shall serve as the chair of the Nominating Committee.
- The Nominating Committee is charged with creating a recommended slate of candidates for open PMRA Board seats (By-laws section 4.2C).

The Slate for the PMRA Board

- The Nominating Committee will solicit applications electronically from all PMRA members to create the slate of candidates for open PMRA Board seats.
- The Nominating Committee may reach out to the membership to solicit applications to increase the number of nominees and increase the representativeness of the Board in terms of geographical location, gender, race/ethnicity, and age of members.
- Only one individual per academic institution should be included on the slate of candidates.
- All candidates for open PMRA Board seats need to be current members of PMRA.
- Preference exists for faculty with an established research record and active involvement in PMRA.
- The slate of candidates for the PMRA Board should be between 1.5 to twice the available number of seats. For example, with four open seats, the nominating committee could offer between six to eight candidates.
- The slate of candidates for open PMRA Board seats will be approved by the current PMRA Board through a vote.
- Once approved, the slate of candidates shall be presented to the membership via an electronic survey of the members, which shall include biographical statements of the candidates. Members may select a number of candidates equivalent to the available number of seats (for example, if there are four available seats, members have four votes).
- Those who receive the most votes will be elected. In the event of a tie, the winner will be determined by a coin flip.

The Slate for Vice-President/President-Elect (see By-laws, Section 4.3 D.2)

- The President of PMRA identifies and nominates candidates for Vice-President to create the slate of candidates of 1-2 candidates for a vote of the Board.
- The PMRA Board will vote on the slate for officer(s). The candidate who receives the most votes will be elected. In the event of a tie, the winner will be determined by a coin flip.

Selection of Treasurer (see By-laws, Section 4.3 C and D2)

- The President of PMRA identifies and nominates candidates for Treasurer to create the slate of candidates of 1-2 candidates for a vote of the Board.
- The PMRA Board will vote on the slate for officer(s). The candidate who receives the most votes will be elected. In the event of a tie, the winner will be determined by a coin flip.
- At the discretion of the President, and in lieu of an election, the President may appoint a member of the Secretariat to serve as Treasurer.

Endowment Spending Policy

Approved December 16, 2024 | Amended: n/a

I. Purpose

The purpose of this policy is to establish the rate and conditions under which funds from the Public Management Research Association (PMRA) endowment may be prudently withdrawn in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA). This policy is designed to ensure the long-term sustainability of the endowment while providing a stable and predictable source of support for PMRA's mission-driven activities.

Under UPMIFA, nonappropriated investment earnings on endowments may never be spent. Accordingly, this policy provides guidance for the PMRA Board of Directors in establishing budget appropriations from the endowment that preserve its corpus and ensure the continued growth of the fund.

II. Policy Statement

1. **Spending Rate.** The Board authorizes withdrawals of up to 2.5% annually from the main endowment, and 4.5% annually from other endowed funds, currently including the Riccucci-O'Leary Fund and the Meier Student Travel Fund.
2. **Financial Assumptions.** This policy is based on commonly accepted financial principles, including an expected long-term inflation rate of 3% and projected investment returns of approximately 8%. To preserve the corpus of the endowment and allow for modest growth, total annual spending from any endowment fund shall remain below 5% of the fund's average market value, consistent with best practices among nonprofit organizations.
3. **Main Endowment Use.** The main endowment is primarily designated for strategic organizational priorities of PMRA. To ensure its prudent use, the maximum withdrawal rate for the main endowment is limited to 2.5%, reflecting a more conservative approach to long-term sustainability.
4. **Other Endowed Funds.** Withdrawals from other endowed funds, including the Riccucci-O'Leary Fund and the Meier Student Travel Fund, may not exceed 4.5% annually. These funds may be used to support the specific purposes for which each endowment was established, as determined by donor intent and Board-approved designations.

III. Administration and Oversight

1. The Financial Committee, in consultation with the Treasurer and the PMRA Secretariat, shall monitor compliance with this policy and report annually to the Board of Directors on endowment performance, spending levels, and recommendations for adjustments as appropriate.
2. The PMRA Treasurer shall ensure that all appropriations from the endowment are consistent with the approved budget and this spending policy.
3. The Board of Directors retains final authority for approving endowment spending in conjunction with the annual budget process.

IV. Implementation and Review

1. For fiscal year 2025, based on a current main endowment value of \$1,352,021, the maximum allowable withdrawal shall be \$27,040. This amount represents the upper limit of withdrawals; the Board is not obligated to appropriate or expend the full amount.
2. This policy provides flexibility to support annual planning while maintaining a strong commitment to preserving the long-term value of PMRA's endowment funds.
3. The Financial Committee shall review this policy at least every three years, or more frequently if significant changes in market conditions or organizational needs warrant reconsideration.

Membership Policy

Approved October 7, 2024 | Amended: n/a

The Public Management Research Association (PMRA) is a nonprofit academic membership association that improves public governance by advancing research on public organizations, strengthening links among interdisciplinary scholars, and furthering professional and academic opportunities in public management. The following policy governs PMRA membership.

Membership Requirements

- Interested parties who want to join PMRA must support the mission of the Association, complete an application, and pay applicable membership fees.
- To retain membership, members must (a) remain in good standing with regard to membership fees, and (b) adhere to PMRA community standards. Members who violate this policy may be subject to membership suspension or termination by the Board of Directors.
- The Board of Directors may set and change the membership requirements as deemed necessary, except for members' right to vote in the election of Board members (and/or other matters determined by the Board).

Types of Members

The Board of Directors determines the types of members admitted to PMRA. Depending on administrative capacity, these may include but are not limited to distinguishing between student and non-student members, working or retired members, and/or individual and institutional members.

Individual Members. An individual member is entitled to vote for the Board of Directors, stand for election to the Board of Directors, and otherwise benefit from the services provided by PMRA.

Membership Fees

- The Board of Directors regularly reviews and sets membership fees and may change the rates and duration as deemed necessary.
- Memberships run from January to December, with fees paid annually.

Benefits of Membership

- **Voting Rights.** Individual members are entitled to vote in elections for the Board of Directors and on other issues as deemed necessary by the Board.
- **Governance.** Individual members may stand for election to the Board of Directors.
- **Conference Registration Discounts.** Individual members are entitled to discounted registration at the annual PMRA conference.
- **Directory.** Individual members are entitled to be listed in and have access to PMRA's online directory.
- **Activities and Events.** Individual members are entitled to participate in PMRA's activities and events.

- PMRA Awards. Only individual members in good standing are eligible for PMRA's awards (at the time of receipt), with the exception of Journal-related awards which are given to contributors to PMRA academic journals.

Membership Meetings

A membership business meeting shall be held in conjunction with the PMRA conference and is open to all members.

Affinity Groups

- PMRA members who share a common interest or purpose can form an affinity group.
- To form an affinity group, at least five individual members in good standing must send a brief memo to PMRA's Membership Committee chair(s), stating the name and purpose of the group, explaining how the group advances PMRA's mission, and identifying group leadership and points of contact. The chair(s) will acknowledge the formation of the affinity group, inform the PMRA President and Executive Committee, and ensure that the group is listed on the website.
- To dissolve an affinity group, the founder(s) need to inform PMRA's Membership Committee chair(s). The chair(s) will acknowledge the dissolution of the affinity group, inform the PMRA President and Executive Committee, and remove the group from the website.
- An affinity group may be informally structured and governed, hold meetings during or outside PMRA's conferences, propose conference panels, and be listed in conference programs.
- Affinity groups do not formally represent PMRA.
- Affinity groups cannot organize their own conference separate from PMRA's annual conference. However, affinity groups may affiliate with other associations and may organize panels and activities at other conferences under the name of "PMRA's Affinity Group on [the name of the group]." Affinity groups should notify the PMRA Manager when such outside panels and activities occur.
- An affinity group cannot transfer any incurred costs to PMRA.
- An affinity group can raise funds to cover its expenses or support its members. Affinity groups must get prior approval from the PMRA Manager for all fundraising efforts, and any funds raised in the name of or to support PMRA should be transferred to PMRA's accounts.
- Any exception to these conditions requires prior approval by the PMRA Board of Directors.

Procurement Policy

Approved September 15, 2025 | Amended: n/a | First procurement policy adopted by the Board — no prior version exists.

A. Purpose

This policy outlines the standards and procedures for procuring goods and services, ensuring PMRA operates with fiscal responsibility and accountability. It guarantees all purchases directly serve PMRA's mission and interests while maintaining transparency, accountability, and fairness. Furthermore, this policy ensures compliance with IRS regulations and ethical standards for nonprofit associations.

The policy applies to: (1) all purchases made with or on behalf of PMRA funds, and (2) all individuals authorized to expend PMRA funds, including officers and Board members (especially the Treasurer), any staff or committee chairs with budgetary authority, and vendors, consultants, or contractors engaged by PMRA.

B. Roles and Responsibilities

Board of Directors:

- Approves the annual budget and contracts as per the thresholds in Section C; approves and accepts financial reports and decisions; enacts financial policies; provides oversight.

Executive Committee:

- Reviews the annual budget and major contracts and makes recommendations to the full Board for approval.
- Assesses and ensures accuracy of financial reports and prepares them for Board acceptance.
- Develops and oversees the implementation of financial policies for Board enactment.
- Monitors the implementation of the budget and compliance with procurement policies.
- Approves expenditures against thresholds in Section C.
- Provides input on strategic financial planning to support PMRA's long-term health.

Treasurer:

- Oversees financial management (including the implementation of the approved budget) and ensures procurement compliance.
- Authorizes expenditures against thresholds in Section C.
- Presents all financial reports (including the annual budgets) at Board meetings.
- Recruits Finance Committee members to be appointed by the President.
- Chairs Finance Committee meetings.
- Handles relations with the accounting and investment firms.
- Records decisions and forwards them to the Executive Committee.
- Handles federal and state filings (such as Beneficial Ownership Information Report) that are not filed by the Accounting firm.

In collaboration with the Finance Committee, the Treasurer:

- Reviews quarterly/annual financial reports, budgets, and Form 990 drafts.
- Recommends investment policies and monitors performance annually.
- Recommends audit/accounting/investment firms to the Board for approval.
- Oversees and comments on audits and reports.
- Monitors compliance and risk management.
- Oversees financial complaints if needed.
- Reviews and comments on budget vs. actual performance.
- Advises on financial policies.

Association Manager:

- Assists the Treasurer and the Executive Committee in their duties, upon request.
- Helps the Board with its oversight responsibilities.

Accounting (and/or Audit) Firms:

- Engages directly with the Treasurer, Executive Committee, and/or Finance Committee regarding scope, independence, and audit findings (if any).
- Submits internal control letters and management recommendation responses.
- Prepares Form 990 (and other relevant forms as necessary) for review and approval.
- Files forms in a timely manner, and ensures filings are publicly posted, if needed.

C. Thresholds and Procedures

All expenditures must be accounted for within the approved budget. The authority to approve spending is based strictly on predefined financial thresholds and should be applied to the entire scope of a service, not to its individual, fragmented components, purchases, contracts, or different parties.

Any exceptions to these procurement procedures must be pre-approved by the next level of authority (e.g., Treasurer → Executive Committee → President → Board). Services such as editorial support or travel do not have to follow these procurement procedures; the Treasurer, in consultation with the Executive Committee, will advise on that.

Amount	Approval Authority	Procurement Procedure
Under \$1,000	Treasurer may approve expenditure, in consultation with the President.	Competitive bidding is not required. Treasurer must document the rationale for the expenditure and retain receipt/invoice for files.
\$1,000–\$4,999	President may approve expenditure, in consultation with the Treasurer.	Competitive bidding is not required, but two written quotes might be sought depending on the nature of the service, the costs, and other factors. Treasurer must document the rationale and retain receipt/invoice for files.

Amount	Approval Authority	Procurement Procedure
\$5,000–\$14,999	Executive Committee must approve expenditure.	At least two written quotes are required. Treasurer must document the selection rationale and retain receipt/invoice for files.
\$15,000 or more	Executive Committee must review expenditure. Full Board approval is needed.	Formal solicitation (e.g., RFP) is required. Treasurer makes a recommendation to Executive Committee on bid selection. Board vote is required (electronic voting accepted). Treasurer must document the selection rationale and retain receipt/invoice for files.

D. Contracts and Agreements

All contracts must include: detailed scope of services or deliverables; cost and payment terms; timelines and performance expectations; a termination clause; and a renewal clause (if applicable). PMRA will not sign open-ended, auto-renewing contracts without a review. Once a contract is reviewed, it is exempt from the procedures in Section C.

E. Emergency Purchases

In urgent cases (e.g., technology failure, conference disruption), the President may bypass competitive requirements with the approval of the Executive Committee. A memo explaining the situation and justification must be documented and retained on file.

F. Conflict of Interest

PMRA prohibits awarding contracts to Board members, officers, or related parties unless: (1) there is full disclosure to the Board, (2) a competitive process is conducted, (3) the interested party(ies) abstain from the vote, and (4) the transaction itself is fair and reasonable to PMRA. Any potential conflict of interest arising from such a situation must be disclosed in advance and documented.

G. Ethics and Legal Compliance

All procurement activity must adhere to the values of transparency and accountability, ensuring no favoritism or conflict of interest occurs. PMRA has a strong preference for vendors and contractors whose work aligns with PMRA's mission and ethos and who meet all applicable tax, insurance, and employment laws. PMRA's funds may not be used for personal or political purposes.

H. Documentation and Record Retention

All procurement-related records, including quotes, contracts, approvals, and correspondence, must be retained for the period required by applicable federal and state regulations, but not for less than 3 years.

Public Statement Policy

Approved June 25, 2025 (passed 7-0-0, with amendment)

To clearly articulate its position on critical issues that directly impact PMRA's mission and values, and in response to relevant global and local events, PMRA strategically issues public statements. PMRA does not aim to respond to every issue, but rather those that clearly intersect with the association's mission. This policy document clarifies when PMRA should consider issuing a public statement and outlines a step-by-step process to ensure the resulting statement accurately represents the interests and values of the Association. A "statement" is defined as a formal, written public position that is approved by the Board of PMRA.

When should PMRA consider issuing a public statement?

- PMRA may issue a public statement in response to significant events that impact its mission, values, or areas of concern, expressing solidarity, concern, or a call to action.
- When developments arise that affect public management research, PMRA may speak out to advocate for the interests of its members.
- If there is confusion or controversy surrounding PMRA's position on a key issue that is relevant to its mission, the association may release a statement to clarify its stance and reaffirm its values.
- In times of crisis or emergency that affect PMRA's ability to fulfill its mission, the Association may issue guidance or communicate messages of reassurance and leadership to its members.
- When public discourse, policy decisions, or governance practices challenge or misrepresent established professional standards, ethics, or evidence-based knowledge, PMRA may respond to uphold and defend the integrity of the field.

Overall, issues that are fundamentally aligned with PMRA's mission and values, or that have a significant impact on the public management research community, should receive careful and thoughtful consideration by the Board.

Procedure for Reviewing Requests and Issuing Public Statements

Initiating a request: To issue a statement, the Board will carefully and thoughtfully consider issues that are fundamentally aligned with PMRA's mission and values, or those with a significant impact on the public management research community. A request for issuance of a public statement should be submitted in writing to the Board or to the Association Manager. The submission must include: a clear description of the issue or event; an explanation of how the issue relates to PMRA's mission and values; and a rationale for why a public statement is needed.

Initial Review: The Executive Committee will conduct a preliminary review of the request to determine whether it merits consideration by the full Board. The PMRA president may ask the requester for a working draft statement laying out the key points and issues. As part of this process, the Association Manager will investigate whether the Board has issued any prior statements or taken actions related to the issue. If relevant precedents are found, those materials will be included to support informed deliberation. During the initial review, any Board member with relevant expertise may be invited to contribute to the process, offering additional insight and context.

Following the recommendation from the initial review, the President of the Board, in consultation with the Executive Committee, will determine the most appropriate course of action. Possible next steps may include:

- Adding the issue to the agenda for the next regularly scheduled Board meeting
- Convening a special or urgent Board meeting to address the matter in a timely manner
- Preparing a draft letter or statement to be circulated for a vote by the full Board outside of a meeting (unanimous approval required)
- Declining to pursue further Board action on the request

Board Deliberation: If the Association Manager or the President of the Board determines that a request is appropriate for PMRA to consider issuing a public statement, the President of the Board or the Association Manager will present the request to the full Board for review and deliberation. The Association Manager, President of the Board, or an appointed ad hoc committee of board members will be assigned to draft an initial version of the statement for consideration.

Approval of Draft Statement: The draft statement will be presented to the Board for discussion either during a convened meeting or through an online platform, followed by a vote. Voting may occur electronically once all board members have had the chance to review the draft statement. Final approval as an official PMRA position requires a two-thirds majority vote of the Board.

Notification: Once the draft statement has been approved or the Board has determined that the request for a public statement will not be pursued, the Association Manager will notify the individual or group that submitted the request of the Board's final decision. The Board's decision is final and not subject to appeal or reconsideration.

Public Statement Communication: Once the draft statement is approved, it will be communicated directly to PMRA members and published on the PMRA website.

Part IV — Publications Policies

Editor Selection Policy

Approved March 31, 2026, via Electronic Vote EV-26-01 (passed 9-0-0 unanimous) | Amended: n/a

1. Purpose and Scope

1. This policy defines the process for selecting Editors (Editors-in-Chief or editorial teams) for scholarly journals and other publications owned or sponsored by the Public Management Research Association (PMRA).
2. It applies to the Journal of Public Administration Research and Theory (JPART), Perspectives on Public Management and Governance (PPMG), and any future journals or publication outlets formally established or sponsored by PMRA.
3. The service of a PMRA journal editor or editorial team is for a period of 5 years and can be renewed once.

2. Authority

1. PMRA owns JPART and PPMG.
2. The editors of JPART, PPMG, and any future PMRA publications serve at the pleasure of and report directly to the PMRA Board.
3. The PMRA Board of Directors holds the final authority on all matters related to PMRA journals and publications.
4. The Publications Committee assists in the editor selection process.

3. Initiation of an Editor Search

1. An editor selection process is initiated: one year before the end of the editorial term for JPART, PPMG, or another PMRA publication; in case an editor resigns or a vacancy otherwise arises; or upon Board approval of a new journal or publication requiring editorial leadership.
2. The Publications Committee, in consultation with the President and any appointed Journals Director, determines the scope and timeline of the search.

4. Selection Committee

1. The PMRA president, in consultation with the Executive Committee, forms a Selection Committee and appoints its chair.
2. The Selection Committee shall consist of at least three PMRA members and may be expanded to ensure appropriate expertise, representation, and workload capacity. All members should be PMRA members in good standing.
3. The Publications Committee assists by recommending to the President for consideration members who might serve on the Selection Committee.

4. The President will inform the PMRA Board of the formation of the Selection Committee.
5. Current editors may provide advice but shall not have a formal role in the selection process.

5. Call for Applications

1. An open call for applications shall be issued for JPART, PPMG, and any new PMRA publications.
2. The call shall specify editorial responsibilities, term length, qualifications, expectations for institutional support, required materials, and deadlines.

6. Evaluation and Shortlisting

1. The Selection Committee will establish clear evaluation criteria at the beginning of its work.
2. Candidates for the editorial position(s) will be evaluated using transparent criteria appropriate to the publication, including but not necessarily limited to: strategic vision for the publication; editorial or journal management experience; scholarly standing and field reputation; commitment to rigor, fairness, diversity, and professional service; and administrative capacity and institutional support.
3. The Selection Committee reviews applications and may develop a shortlist, conduct interviews, and/or seek additional information.

7. Recommendation and Appointment

1. The Selection Committee submits a written recommendation to the PMRA President. The recommendation can be a ranked shortlist.
2. The PMRA President, in consultation with the Executive Committee, reviews the Selection Committee's recommendation. The PMRA President may seek the input of the Publications Committee.
3. The PMRA President presents the recommendation to the Board for consideration. The chair of the Selection Committee may be invited to join the discussion.
4. The Board appoints editors by vote in accordance with the PMRA Bylaws.
5. Upon approval, the PMRA President formally informs the applicant. The Executive Committee will prepare the necessary contracts and meet with the selected editor to start and oversee the transition.

8. Exceptional and Interim Arrangements

In urgent cases, interim editorial appointments of up to 1 year may be authorized by the PMRA Executive Committee, subject to ratification by the Board.

Journal Submission Cap Policy (Pilot)

Approved via Electronic Vote EV-26-02, June 11-17, 2026 (passed 9-1-0); effective July 1, 2026 | One-year pilot — scheduled for review June 2027

The Journal of Public Administration Research and Theory is introducing a submission cap as a pilot. The PMRA Board has approved the creation of such a policy, which took effect on July 1, 2026. The purpose of the cap is to protect the quality of the journal's editorial process and its reviewers at a time when submission volumes are increasing rapidly, in large part because generative AI has changed the cost and speed of manuscript production.

1. The problem: a sharp and unsustainable rise in submissions

JPART has experienced a major increase in submissions over recent years, with particularly sharp growth in 2025 and 2026. When the current editors took over in autumn 2023, the journal received roughly 45 to 50 submissions per month, corresponding to around 575 submissions per year. In April 2026, JPART received 119 submissions, and the submission trend continues to rise sharply.

This growth is putting considerable pressure on JPART's editors, associate editors, and reviewers. Every submission must be read, assessed, and processed; some manuscripts are desk-rejected, while others are sent to three or four reviewers. As submissions grow, so do desk-rejection rates, reviewer requests, time to review, and the workload in the scholarly community. The Board's analysis attributes the problem largely to generative AI, which has sharply reduced the cost and time needed to produce manuscripts, while the cost of evaluating a manuscript has not fallen.

2. Why a submission cap?

A submission cap limits the number of manuscripts an individual author can submit within a calendar year. It is designed to slow the growth in submissions while keeping the journal open to high-quality work from the full public administration research community. First, it limits the ability of individuals or teams to use AI tools to generate and submit large numbers of manuscripts with limited prior human review; authors remain responsible for the intellectual content of what they submit. Second, the cap gives authors stronger incentives to conduct their own thorough quality control before submission, returning that responsibility to authors rather than asking reviewers to absorb it.

3. How the submission cap works

The cap applies to individual authors. A manuscript counts toward the cap for every listed author — sole, first, co-, or corresponding — and counts at the point of submission. The policy took effect July 1, 2026, and is calculated on a calendar-year basis:

- Authors can submit no more than two manuscripts that are desk-rejected in a calendar year.
- Authors can submit no more than three manuscripts in total in a calendar year.

The cap has two limits — desk-rejected submissions (two) and total submissions (three) — and resets on January 1, 2027. As long as at least one of an author's first two submissions is sent to review rather than desk-rejected, the author may submit a third manuscript that year regardless of its eventual outcome; once either limit is reached, no further submissions are accepted for that calendar year.

4. Transitional rule for 2026

Because the cap takes effect mid-year, JPART applies a transitional rule for the remainder of 2026: submissions made prior to July 1, 2026 count toward the annual cap, but the cap is extended by one submission for 2026 only. Consequently, for 2026, authors can submit no more than three manuscripts that are desk-rejected, and no more than four manuscripts in total. From January 1, 2027 the cap applies fully on a calendar-year basis.

5. Evaluation and next steps

As this policy is a one-year pilot, JPART and the PMRA Board will review and revisit it in June 2027, monitoring submission volume, desk-rejection rates, reviewer burden, author behavior, and the journal's ability to process manuscripts in a timely way while preserving quality. The policy may be adjusted if modification is needed. Comments on the policy may be sent to contact@gopmra.org.

Vote record: Passed 9 Yes / 1 No / 0 Abstain (sole "No": Asmus Olsen); 10 of 10 eligible voters cast ballots.

Part V — Conference Policies

Conference Site Selection Policy

Approved November 6, 2023

PMRA is committed to promoting and upholding its Community Standards in all programs and activities, including the annual conference. This commitment is reflected in PMRA's policy to select sites for the PMRA annual conference, as well as in its decision-making on proposals to delay or cancel planned conferences.

The PMRA Board of Directors shall appoint a Conference Site Selection Committee. The Conference Site Selection Committee will review all applications from potential conference hosts and make a recommendation to the PMRA Board of Directors. The PMRA Board of Directors will make the final decision about the conference site.

In making their decisions, both the Conference Site Selection Committee and the PMRA Board of Directors will be guided by the following criteria, not listed in order of importance:

- Geographic rotation
- Applicant institution's capacity to host a conference
- Applicant institution's level of support and commitment
- Adequacy of meeting space to facilitate learning and engagement
- Accessibility and cost-effectiveness of travel and lodging for members, especially students and early career scholars
- Institutional policies, as well as government policies that apply to higher education institutions, that align with PMRA's Community Standards

Site Proposal Evaluation Process

Proposals to host the Public Management Research Conference are evaluated by a committee against the criteria below. Each proposal is ranked in each category on a 1-5 scale, with 5 being outstanding and 1 being poor; the highest possible total score is 40 and the lowest is 8.

1. The tentative program agenda, pre-conference workshops, and proposed conference dates
2. The number of conference participants that could be accommodated
3. Conference facilities and accommodations
4. Registration fees and institutional commitments and capacity
5. Transportation options and costs
6. Conference website and registration provisions
7. Prior institutional experience in hosting conferences
8. Distinctive features, such as thematic elements, hospitality, keynotes, or other special features

Committee members submit their rankings, which are compiled and circulated back to the committee to confirm consensus, before the PMRA President is notified and, in turn, notifies the host institutions.

Memorandum of Agreement between PMRA and Conference Hosts

It is the goal of PMRA that conferences provide value-for-money for members. It is not the goal to maximize revenues for either the conference hosts or PMRA. To the degree that revenues appear to exceed conference costs, the preferred outcome is to reduce registration fees.

- PMRA shall appoint a PMRC Advisory Board, in consultation with the conference host. The Board will offer advice to hosts, as well as a means of accountability to PMRA, and will report to the PMRA President.
- Bids to host should identify predicted cost per person and off-setting contributions from the host institution. Conference hosts will present a more detailed budget to the PMRA President a year before the event.
- The PMRA Board will work with conference hosts to raise revenue by soliciting program sponsors (co-signing solicitations for funds, and advertising sponsorship opportunities), and reception hosts, and by sharing contact information for potential sponsors.
- A final registration fee will be developed in agreement with the PMRA President based on a combination of costs, host sponsorship, and outside sponsors. PMRA members must be given a reduced registration rate — in recent years the registration fee for PMRA members has been \$150 less than for non-members.
- PMRA will provide a financial guarantee for the conference of no more than \$10,000, to be provided only in the event that revenues are lower than expected and the host does not cover its financial costs.
- In the event the conference generates a surplus, it will be split evenly between the host and PMRA.
- Host universities will post the due date for paper and panel submissions on the conference website. PMRA recommends that, if possible, host universities adopt an early-October due date for paper submissions and notify scholars of decisions by the end of January.
- No later than six months after the conference, the host will provide a report on the conference and a budget showing the balance from the conference. PMRA can provide a basic survey for conference attendees.

Regional Conference Funding

January 2019

PMRA will award up to two \$5,000 grants each year to universities hosting PMRA regional conferences. The purposes of the PMRA regional conferences are (1) to mentor new public management scholars and (2) to further internationalize PMRA.

Applications for regional conferences will be reviewed and acted on by the President of PMRA, the past-President of PMRA, and the incoming President of PMRA. The following information must be included in all applications for PMRA regional conference funds:

1. Name of proposed host institution
2. Proposed Coordinator: name, title, mailing address, telephone number, and email address
3. Planning Committee: names, titles, mailing addresses, telephone numbers, and email addresses
4. Institutional commitment to support the event from the appropriate Dean, Director, program head, budget officer, or university official
5. Tentative agenda for the program and dates of the conference
6. Statement of the objectives of the conference and how it relates to the PMRA mission and the purposes of the PMRA regional conference grants (mentoring new public management scholars and further internationalizing PMRA)
7. Details on the number of conference participants and how they will be recruited/invited
8. Statement indicating how PMRA funds will be used
9. Any other factors that make the proposal attractive, compelling, or important

After the conference is held, each grantee must submit a written report within one month to the PMRA president, summarizing the achievements against stated objectives and explaining how PMRA funds were used.

The host institution assumes primary responsibility for hosting the event, including providing facilities for the meeting, access to available accommodation, an event website, and other responsibilities outlined in the host institution's conference proposal. PMRA assumes no financial liability for the conference directly, or for hotel, transportation, or other conference-associated arrangements if they run at a loss. If the conference is cancelled, the PMRA grant must be returned in full.