



# Public Management Research Association

Bylaws & Policy Manual

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# INTRODUCTION

# Introduction

## Mission

The Public Management Research Association (PMRA) is a professional membership organization established to advance research on public organizations and their management. This includes sponsoring conferences, supporting publications, fostering professional and academic opportunities, and serving as a voice for the public management research community.

## 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.

## Document Overview

The **PMRA Bylaws and Policy Manual** serves as the foundation for how our organization operates and governs itself. This document is divided into two key sections:

1. **Bylaws** – The governing framework that defines PMRA's structure, authority, and fundamental rules. These bylaws establish the legal and organizational foundation for the association, ensuring consistency, transparency, and adherence to our mission.
2. **Board-Approved Policies** – A set of policies adopted by the PMRA Board of Directors that guide the association's day-to-day operations and strategic decisions. These policies provide structure to key areas such as administration, finance, membership, governance, conferences, awards, committees, and publications. They clarify roles, responsibilities, and expectations to ensure PMRA functions effectively and in alignment with its values.

The Board of Directors is responsible for developing, approving, and overseeing these policies to maintain consistency and accountability in PMRA's activities. As the organization evolves, policies may be reviewed and updated to reflect emerging needs and priorities.

This manual is designed to provide clarity and direction, ensuring that PMRA continues to serve its members and advance the field of public management research with integrity and excellence.



ASSOCIATION  
BYLAWS

# PMRA Association Bylaws

Approved on: June 26, 2024

Amended on: n/a

## 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 vacancy, the Board will appoint from the membership to fulfill the remainder of the term. This interim service will not be counted as a full term.

#### 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 ½ 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. Investment/ Secretariat Oversight Committee:

- a. Purpose: The Investment/ Secretariat Oversight Committee monitors the performance and activities of the administrative Secretariat (if selected) and provides recommendations regarding the terms and duration of the Secretariat contract.
- b. Composition: The committee shall consist of at least 3 members. There shall be a Chair appointed by the President. Additionally, the President shall appoint two other PMRA members with preference given to members with public finance expertise. The Vice-President, Secretariat, and Treasurer, will serve as ex-officio members of this committee.
- c. Responsibilities: In addition to providing recommendations when requested regarding oversight of the Secretariat, the committee will provide recommendations regarding investment activity by assessing investment philosophy and progress.

### 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 and 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.



BOARD-APPROVED  
POLICIES

# PMRA Elections Policy

Approved on: December 16, 2024

Amended on: n/a

## I) The Nominating Committee

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

## II) The Slate for the PMRA Board

- a. The Nominating Committee will solicit applications electronically from all PMRA members to create the slate of candidates for open PMRA Board seats.
- b. 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.
- c. Only one individual per academic institution should be included on the slate of candidates.
- d. All candidates for open PMRA Board seats need to be current members of PMRA.
- e. Preference exists for faculty with an established research record and active involvement in PMRA.
- f. 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.
- g. The slate of candidates for open PMRA Board seats will be approved by the current PMRA Board through a vote.
- h. 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).
- i. Those who receive the most votes will be elected. In the event of a tie, the winner will be determined by a coin flip.

### III) The Slate for Vice-President/President Elect

(see By-laws, Section 4.3 D.2)

- a. 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.
- b. 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.

### IV) Selection of Treasurer

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

- a. 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.
- b. 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.
- c. 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.

### V) Suggested Timeline

- a. PMRA should follow this timeline.

Suggested Timeline	
Dates	Actions
September - November	<b>President</b> appoints a five-person Nominating Committee
January 1 - January 15	Solicit applications from the general membership
January 15 - January 31	<b>Nominating Committee</b> considers applications and creates slate of potential Board Members <b>President</b> creates slate for Vice-President (and Treasurer if needed)
Mid-February - March 1	<b>PMRA Board</b> votes on slate of candidates for VP/President Elect (and Treasurer if needed)
Early March	<b>PMRA Membership</b> votes on slate for PMRA Board
Mid-March	Elections Finalized

# PMRA Membership Policy

Approved on: October 7, 2024

Amended on: 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.

## I. Membership Requirements.

- A. Interested parties who want to join PMRA must support the mission of the Association, complete an application, and pay applicable membership fees.
- B. 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.
- C. 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).

## II. Types of Members.

- A. 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.
- B. 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.

## III. Membership Fees.

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

## IV. Benefits of Membership.

- A. 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.
- B. Governance. Individual members may stand for election to the Board of Directors.



- C. Conference Registration Discounts. Individual members are entitled to discounted registration at the annual PMRA conference.
- D. Directory. Individual members are entitled to be listed in and have access to PMRA's online directory.
- E. Activities and Events. Individual members are entitled to participate in PMRA's activities and events.
- F. 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.

## V. Membership Meetings.

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

## VI. Affinity Groups.

PMRA members who share a common interest or purpose can form an affinity group.

- A. 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.
- B. 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.
- C. 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.
- D. Affinity groups do not formally represent PMRA.
- E. 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.
- F. An affinity group cannot transfer any incurred costs to PMRA.
- G. 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.
- H. Any exception to these conditions requires prior approval by the PMRA Board of Directors.



# APPENDICES