This document outlines the norms, rules and procedures under which EGAP will operate. Amendments to this document as well as all other major decisions are taken at business meetings at the close of semi-annual EGAP meetings and proposed by simple majorities of members present and ratified by a simple majority of the committee of the whole by email within 10 days. Non responses are counted as abstentions. Other decisions regarding meeting agendas and changes in membership are made by a rotating **steering committee** selected at the business meetings. This document outlines the structure of business meetings, the work of rotating steering committees, and the general structure guiding meeting attendance and structure of meetings.

I. **BUSINESS MEETING STRUCTURES**
   a. The business meeting is chaired by a member from the rotating steering committee
   b. Main items of the agenda likely include:
      i. Discussing any ad-hoc committee reports
      ii. Deciding location for the next meeting (or typically if next meeting is determined, the venue for the following meeting)
      iii. Selecting next steering committee
      iv. Membership issues: whether a call is to be made for new members and whether rules have to be invoked for replacing existing members
      v. Any other business
   c. All decisions, including changes to this document, are made by majority vote following Roberts Rules of Order (http://www.robertsrules.org/)

II. **STEERING COMMITTEE**
   a. **Composition**. There will be a three member steering committee for each meeting. The members will consist of
      i. the host of the last meeting
      ii. the host of the upcoming meeting
      iii. a third member selected by the preceding two
   b. **Responsibilities**. Responsibilities of the Rotating Steering Committee:
      i. Maintain an attendance spreadsheet which they should receive from past steering committees and pass on to future committees.
      ii. Organize the EGAP meeting taking place during their term.
      iii. Select papers for EGAP meeting at least 2 months in advance of meeting (a call for papers is deemed open from the close of the previous meeting).
      iv. If there is a decision to add or replace members, publicize opportunities at least three months in advance of next meeting and select members at least two months in advance. Selection of new members is made by the steering committee not by the committee of the whole.
      v. Send out minutes of business meetings, and when relevant, updated version of this document

III. **COMMITTEES AND ADHOC COMMITTEES**
   a. **Formation.** Aside from the Rotating Steering Committee, two other committees will be formed on a permanent basis: a committee to oversee the peer review mechanism and the website. At every business meeting, a decision may be taken to form additional adhoc committees as the membership deems appropriate.
   b. **Membership.** Each committee will be formed by soliciting volunteers from among the members in attendance, with one individual appointed as chairperson of the committee.

IV. **MEMBERSHIP RULES**
   a. **Size.** In order to keep the size small enough to develop a close-knit community EGAP will have at most 38 members including at most 32 members from the academic community and at most 8 practitioners. The number and composition of members is subject to annual review.
   b. **Maintaining membership.**
   [Original text 24 April 2009:]
   To remain a part of the network, members are required to attend at least one out of every three meetings. If a member misses three meetings in a row that member forgoes his or her place and a decision is taken at the business meeting whether to seek a new member. Members who forego their place may reapply through the general procedure.
   [Revised text 8 June 2011:]
   To remain a part of the network, members are expected to attend at least one out of every three meetings. If a member misses three meetings in a row, the steering committee should give that member lower priority when determining attendance at future meetings. The steering committee may also judge that a member has foregone his or her place in the network after that member has missed three or more consecutive meetings. Members who are judged to have foregone their place may reapply through the general procedure.
   c. **Public Calls for Members.** New calls for members are to be made public and are open to all scholars and practitioners
   d. **Guidelines for selecting new members:** The steering committee will select members from the applicant pool prioritizing scholars or practitioners that have implemented or are implementing experimental research—or are likely to be instrumental in the design and analysis of experimental research—of direct or indirect relevance to governance and politics in developing areas.

V. **SEMI-ANNUAL MEETING STRUCTURES**
   a. **Location**. Meeting locations and host institutions will rotate on a voluntary basis. It is our hope that some institutions will be able to co-fund meetings they host (to make the initial grant last longer), but this will not be a requirement for hosting. Locations are normally to be selected during business meetings.
   b. **Duration**. EGAP meetings typically take place over two days.
   c. **Attendance**. Steering committees will seek attendance of at most 25 members at each meeting. Priority is given to members who have not attended the previous two meetings. To ensure that meetings are not too large, the steering committee should typically not accept members that have attended the previous two meetings. In other

words, members typically cannot attend three meetings in a row and cannot miss three meetings in a row. Beyond these guidelines, meeting attendance is determined on a first-come first-serve basis according to expression of interest to the steering committee.

d. **External Participants**. Host institutions may invite a small number of local (unfunded) participants or observers from among their faculty and graduate students.

e. **Selection of Papers for Presentation**. The steering committee will select papers for meetings consistent with the goal of affording each member the opportunity to present at least once every two years. The steering committee should seek a balance of substantive and methodological papers and a balance of advanced and preliminary papers.

f. **Reading Norms**: Attendees read papers before the meetings, discussants are not assigned to papers and presenters provide talking points for the discussion but do not make substantive presentations.

g. **Sharing of Papers.** All presenters should share papers or slides, even for preliminary research, at least two weeks in advance of meetings. Any papers not submitted two weeks in advance are removed from the agenda and replaced by a paper from among the applicant pool. Authors of replacements have one week to submit papers which will then be posted one week before the meetings.

h. **Publication of Papers.** EGAP agendas will be made publicly available on-line with links to papers made public unless otherwise indicated by authors. Authors that do not wish their papers to be placed publicly on line should circulate by email by the appropriate date; authors that wish their papers to be placed online only temporarily should request a link termination.

i. **Intellectual Property**. Ideas expressed in presentations or under the peer review mechanism, particularly for works in progress, should be viewed as the intellectual property of the presenter(s), and should not be used without proper attribution or prior permission.

j. **Funding**. The network will reimburse members for hotel and travel expense up to $1000 per meeting (with receipts). Members must pay additional costs themselves.

VI.   PEER REVIEW STRUCTURE

a. **Design.** A three person committee will be formed at the first business meeting and charged with the task of setting up and managing a peer review mechanism for experimental protocols. Committee members will sit for one year (two meetings). The goal will be to afford EGAP members an opportunity to submit up to one experimental protocol per year to be formally reviewed by at least two other EGAP members.

b. **Management.** The committee should keep a log of all EGAP members that have submitted protocols and all members that have served as reviewers.

c. **Expectations.** The committee will be responsible for assigning reviewers, balancing substantive and methodological expertise. Reviewers are expected to provide timely written feedback to experimental protocols (within 6 weeks of receiving the materials from the committee). Reviewers can elect to remain anonymous, or choose to make their identity known in order to facilitate further interaction.

VII. WEBSITE COMMITTEE
   a. A committee will be formed at the first meeting that will propose a structure (and accumulate content) for the website by the second EGAP meeting. These materials can then be handed over to a web designer who will put the site together. A permanent committee (with rotating membership) will be responsible for overseeing the regular updating of the website.

VIII. STANDARDS COMMITTEE
   a. A committee will be formed to propose standards regarding research activities, reporting, and ethics.

ADOPTED UNANIMOUSLY BY MEMBERS PRESENT,
24 April 2009

Adopted as condition for membership by all subsequent members

Amendments:
8 June 2011: Section IV-b