

# AREUEA Guidelines for REE Governance

## *Real Estate Economics Governance Principles*

The basic principles that underlie the governance of *Real Estate Economics (REE)* and its connection to the American Real Estate and Urban Economics Association are as follows:

1) *REE* is the official journal of AREUEA, and the norms and policies of AREUEA extend to *REE* in full, except where it is otherwise explicitly stated.

2) The aim of *REE* is to be the pre-eminent scholarly journal in real estate. This is accomplished by attracting and publishing the best research in real estate (broadly defined), and, where appropriate, contributing significantly to development of public policy related to real estate (broadly defined).

3) To ensure a broad base of support, engagement, and oversight, the AREUEA Board of Directors is the default body with respect to all matters of *REE* governance. However, the editorial team of *REE* has editorial freedom in the journal day-to-day operations to select papers for publication.

4) The AREUEA Board of Directors will select *REE* editors on a rotating basis, via open and transparent processes in the following cases:

- i) At the end of an editor's term
- ii) Upon an editor's resignation
- iii) In the event of an editor's death or disability

The Editors, including a Managing Editor, conform the Editorial Team. The AREUEA Board is committed to providing all its members with opportunities to apply for future openings in the Editorial Team.

5) *REE's* governance is to be transparent to the membership to the greatest extent possible. An annual report will summarize *REE's* operations and procedures and will be presented to the AREUEA Board meetings.

6) Potential conflicts of interest are to be addressed explicitly in the *REE* current operating procedures.

7) The Editors of *REE* are solely responsible for operations of the journal. The AREUEA Board of Directors sets the general guidelines for the governance of *REE* and provides ongoing oversight of the journal on behalf of the membership.

8) Operation and oversight of *REE* seeks to develop and expand the breadth, depth, and quality of scholarly activities in real estate, broadly defined, consistent with being the pre-eminent scholarly journal in real estate.

## Introduction

AREUEA expects that everyone involved in the editorial process of *Real Estate Economics (REE)* will operate in their respective roles in full compliance with the AREUEA Code of Conduct. All provisions of the Code are in force with respect to operations of *REE*. Further, because integrity and professionalism are essential ingredients of the scholarship that AREUEA expects in *REE*, any actions involving plagiarism, dishonesty, abuse of trust or well-established professional norms, or misrepresentation broadly interpreted will be treated by AREUEA as a violation of the AREUEA Code of Conduct, with consequences to be determined in accordance with procedures spelled out in the Code.

The terms of these guidelines take immediate effect once they are approved by a 2/3rds majority of the full AREUEA Board of Directors and are implemented in any future contracts with the *REE* Editorial Team. The Editorial Team includes the Managing Editor and other Editors who make final decisions on manuscripts and operations of *REE*.

The provisions contained here with respect to holding both editorial and leadership roles in AREUEA and with respect to term limits are deemed non-applicable to the degree they would prejudice a contract renewal of any incumbent editorial team in the year of the initial policy adoption. For the avoidance of doubt: existing editors at the time of this document's approval will remain grandfathered under the previous term-limit policies. However, all subsequent appointments must follow the current policy.

## I. REE Editorial Board

### I.1 Composition

a. The Editorial Board of *REE* shall be comprised of a Managing Editor and up to (4) Editors (up to a five-person Editorial Team), as well as the Editorial Board Members (alternatively referred to as Associate Editors).

### I.2 Managing Editor.

a. REE shall normally have one (1) Managing Editor who has principal responsibility for and ultimate control over the editorial policies of REE. The Managing Editor shall oversee and have ultimate accountability to the AREUEA Board of Directors for the division of responsibilities among the Editors and Editorial Board Members and all other aspects of REE operations. The AREUEA Board of Directors may consider unanimous proposals initiated by the Editorial Team that consider a multiple Managing Editor governing structure. However, such proposals must clearly indicate who will communicate to the AREUEA Board of Directors and to the AREUEA membership on behalf of the REE Editorial Team.

b. The Managing Editor shall be appointed by the AREUEA Board of Directors following procedures that are set forth in Section II.1. The term of the Managing Editor is three (3) years, potentially renewable to another three (3), for a maximum time of six (6) years as Managing

Editor. The term starts when the Editor begins service and is renewable once upon the approval of the AREUEA Board, acting upon the recommendation of the Publications Committee. The three-year term maybe shortened if the AREUEA Board of Directors removes the Managing Editor from their position for Cause as defined in section II.

c. When the Managing Editor's term is up for renewal, and with sufficient advance notice and preparation for a subsequent Board meeting, the Publications Committee will present the AREUEA Board with a subjective evaluation of the performance of the Managing Editor. The report should include as many of the metrics below as currently feasible:

- (i) statistics on acceptance/rejection rates,
- (ii) turnaround time statistics,
- (iii) formal appeals and other complaints,
- (iv) a qualitative assessment by the Managing Editor on the performance of the Editor, and
- (v) a recommendation for renewal/non-renewal.

The Publications Committee can then make a renewal recommendation to the full Board for a vote. A simple majority vote (>50%) from the AREUEA Board is necessary to re-appoint a current Managing Editor.

d. If the AREUEA Board promotes a current Editor to Managing Editor, the new Managing Editor begins a new three-year term, renewable once. However, no individual may serve as Editor, or as both Editor and Managing Editor, for more than nine years total during their current tenure in the Editorial Team. Therefore, for Managing Editors selected from the current Editorial Team, the maximum service period is nine years, which can be comprised of six years as editor and three years as Managing Editor, or three years as editor and six years as Managing Editor.

e. A Managing Editor that rotates out of the Editorial Team cannot serve again as an Editor or Managing Editor until, at least, a period of 6 years after finishing their tenure.

f. The Managing Editor may be removed for Cause as defined in Section V.

g. The Managing Editor may resign at any time by providing the AREUEA Board of Directors with four months' advance written notice. Such a resignation shall be effective four months after the notice is given, or at any later date specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation is not necessary for it to take effect.

h. Emergency situations may arise regarding the current status of the Managing Editor or the editors. These situations include disappearance, death, incapacitating illness or dismemberment, psychiatric conditions leading to conservatorship, or other comparable circumstances rendering the individual unable to serve.

i. If the current Managing Editor resigns without sufficient advance notice or in an emergency situation, or if a vote for new editors fails per Section II.1.p below, the Publications Committee may approve the selection of an interim Managing Editor from among the current editorial team until the AREUEA Board convenes. The Publications Committee, in consultation with the Editorial Team and AREUEA's Executive Board, may also propose the Interim Managing Editor

as a candidate for permanent Managing Editor, only after following the procedures established in section II. Any such proposal must be approved by a super-majority of the AREUEA Board based on a recommendation from the Publications Committee, as specified in section II.1. below.

j. A current Managing Editor may resign or renounce re-election to assume the position of Editor, after obtaining the interim approval from the Publications Committee in consultation with the AREUEA Executive Board. However, permanent transitions from Managing Editor to regular Editor require the approval of two-thirds of the AREUEA Board and are subject to the term limits specified herein (three years per term, up to three terms maximum).

### **I.3.Editors.**

a. In addition to the Managing Editor, there will be up to four (4) additional Editors appointed to *REE* as approved by the AREUEA Board of Directors through the process specified in Section II. Normally, the Managing Editor and Editors will have research expertise that includes a great expanse of the research areas in real estate, broadly understood. In this respect, AREUEA expects that additional Editor appointments will provide intellectual and professional diversity and experience to the operation of *REE*.

b. The AREUEA Board will strive to stagger the Editors' terms as much as possible to ensure continuity and smooth transitions. To facilitate the search for candidates for the editor position, current Editors are expected to provide the Publications Committee with four (4) months' advance notice of their resignation or four months before they reach their term limit.

c. At the time of appointment, an Editor may not work at the same university or institution as another current Editor. This rule applies for the Managing Editor and all other Editors at the time of appointment.

d. The Board and the Managing Editor must ensure that the editorial team is sufficiently diverse in terms of expertise and PhD graduation programs.

e. An Editor may be removed for Cause as defined in Section V.

f. Any Editor may resign at any time by giving a four-month written notice to the AREUEA Board of Directors. Such a resignation shall be effective four months after the notice is given, or at any later date specified in the notice. Unless otherwise specified in the notice, acceptance of the resignation is not necessary for it to take effect.

g. In exceptional cases where an Editor resigns without providing sufficient advance notice, in an emergency situation as defined in Section I.2.h, or if a vote for new editors fails as outlined in Section II.1.p, and the absence of an additional editor negatively impacts editorial decisions, the Managing Editor may petition the AREUEA executive board and the Publications Committee to appoint a mutually agreed-upon interim editor for a period not exceeding six months. The interim editor cannot remain in this position after the next AREUEA Board meeting, unless the Board appoints them as a permanent Editor, following the procedures in section II.

h. The process outlined in I.3.g must only be used in exceptional circumstances. The AREUEA Board will endeavor to avoid patterns of Editors resigning without advance notice and being replaced with interim appointments. To prevent this pattern, the Publications Committee will regularly update a list of potential Editor candidates to propose to the Board.

#### **I.4. Editor Qualifications.**

a. Editors employed as academics must hold tenured appointments and those from government/think tanks/industry must have at least 10 years of research experience. The AREUEA Board of Directors must evaluate whether the qualifications in individual Editorship proposals are sufficient to meet the goals of REE being the pre-eminent real estate journal.

b. The normal term for Editors is three (3) years, corresponding to the length of the contract approved by the AREUEA Board. If the performance of the Editor is satisfactory, this first term is expected to be followed by a second term. When an Editor's 3-year term is up for renewal, the Managing Editor presents the Publications Committee (and later the Board) with an objective evaluation of the performance of that Editor. The report should include as many of the metrics below as currently feasible:

- (i) statistics on acceptance/rejection rates,
- (ii) turnaround time statistics for the editor,
- (iii) if more than 2 complaints have been filed by submitting authors regarding papers edited by the Editor, the nature of said complaints,
- (iv) a brief qualitative assessment by the Managing Editor on the performance of the Editor, and
- (v) a recommendation for renewal/non-renewal.

Upon the recommendation of the Publications Committee, the AREUEA Board can confirm the renewal of any Editor's second term with a simple majority vote. Unless an Editor is promoted to Managing Editor according to the above procedures, their overall tenure cannot exceed two full terms (six years).

c. To facilitate the timing of Editor appointment renewals, the Publications Committee will endeavor to submit them for a vote before the appointment termination date is due. If this is not possible for logistical reasons, the Publications committee can proceed with an Interim Editor appointment as per the previous section.

d. An Editor's term may be shortened upon a supermajority vote (two-thirds—2/3) of the AREUEA Board of Directors for a current Editor to assume the Managing Editor position, by the Editor's resignation, or by removal by cause of the Editor by a two-thirds (2/3) vote of the AREUEA Board of Directors.

e. Typically, the Managing Editor and Editors are involved with REE as authors, reviewers, and/or editorial board members before being selected, but exceptional candidates that do not comply with these requirements can also be contemplated. They must also be AREUEA members when they begin their duties.

f. The Nominating Committee may include the Managing Editor or any of the Editors as a candidate for an AREUEA Executive Committee position while they are Editor, subject to the binding limitations set forth in Section III, and under the expectation that said Editor will resign for their editorial duties if finally elected as Vice-President or Professional Conduct and Inclusion Officer of AREUEA. Likewise, members of the AREUEA Executive Committee may take up an Editor's job while they still hold an officer position, subject to the binding limitations set forth in Section III.

### **I.5. Editorial Board Members.**

a. The Managing Editor will, in consultation with the Editors, determine the Editorial Board and make changes to the Editorial Board. The Managing Editor shall determine the duties and responsibilities of the Editorial Board Members. Each Editorial Board Member shall normally serve for a term of three (3) years. Editorial Board Members who are employed as academics or work in policy or research institutions must have six years of post-Ph.D. research experience. Editorial Board Members will usually be members of AREUEA by the date at which they start their tenure, but the Editors may waive this requirement for a limited number of distinguished researchers in the Editorial Board, who will be able to serve without being AREUEA members (subject to consultation with the Publications Committee).. The Managing Editor will provide all new Editorial Board members a copy of the AREUEA Code of Conduct and indicate that acceptance of appointment to the Editorial Board implies consent to abide by the AREUEA Code of Conduct.

b. Editorial Board Members may resign at any time by giving written notice to the Managing Editor. Any such resignation shall be effective as of the giving of such written notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

c. As noted in Section I.5.a, the Managing Editor may, in consultation with the Editors, make changes to the Editorial Board. As part of the annual report on the status of the journal, the Managing Editor will include in the Editor's report to the AREUEA Publications Committee Chair all changes in the Editorial Board made during the preceding year.

d. The Managing Editor may seek additional views, especially in settings where *REE* is seeing papers covering new areas of research. To keep the size of the Editorial Board manageable, this may mean replacing someone currently on the Editorial Board. In rare circumstances, the Managing Editor may feel obliged to remove Editorial Board Members for work that consistently falls short of *REE*'s standards or for conduct that might undermine *REE*'s reputation for independent scholarship and fair treatment. Since removals are likely to be sensitive personnel matters while other changes are without prejudice, it is important to avoid the appearance that changes are necessarily negative signals. For this reason, the Managing Editor will report on changes to the Editorial Board, but not the reasons for these changes.

e. In the event that the Managing Editor may feel obliged to remove Editorial Board Members for conduct that might undermine *REE*'s reputation for independent scholarship and fair treatment, the Managing Editor will make a confidential report on the matter to the AREUEA Professional

Conduct and Inclusion Officer. The Professional Conduct and Inclusion Officer will retain reports of this type with other confidential records. The Editors have the option to report reasons for all Editorial Board changes to the Professional Conduct and Inclusion Officer.

## **II. Responsibilities of AREUEA Board of Directors**

### **II.1 Editor Selection and Appointment.**

a. The AREUEA Board of Directors is collectively responsible for selecting new Editors on a rotating basis. The Editor search and vetting process will be managed by the Publications Committee, who will ultimately report to the AREUEA Board for a final vote on potential candidates.

b. To ensure maximum transparency, quality of discussion, and broader participation, votes for the positions of Editor and Managing Editor are expected to occur during regularly scheduled AREUEA Board meetings. In case of a resignation that is not announced with sufficient advance notice (4 months), in case of emergency, or if the AREUEA Board fails to approve the current candidates (as per section II.1.p below) the Publications Committee can make interim appointments in consultation with the Executive Committee, as specified earlier.

c. When the selection of a new Managing Editor is required due to the resignation, termination, or term limit of the current one, the Publications Committee may propose one of the current Editors to the AREUEA Board as the next Managing Editor, after consulting with the Editorial Team and the AREUEA Executive Committee.

d. Promoting a current Editor to the position of permanent Managing Editor requires a supermajority vote of two-thirds (2/3rds) of the AREUEA Board.

e. If the appointment of a current Editor to the Managing Editor position coincides with the previous Managing Editor's exit from the editorial team, the Publications Committee will automatically begin the selection process for a new regular Editor with the objective of maintaining an editorial team of five (5).

f. While current Editors may naturally transition into the Managing Editor position, another path for selecting a new Managing Editor is through an appointment from outside the current pool of Editors. In such cases, the Publications Committee will follow the process outlined below. In this case, any call for volunteers must specify the vacancy as being for Managing Editor.

g. In the event of a forthcoming vacancy in any of the editorial positions at the *REE*, the AREUEA Publications Committee will post a brief call for volunteered self-nominations in the AREUEA website. This call will also be emailed to all AREUEA members. The calls will be sent as soon as possible before a vacancy is forthcoming due to the resignation, incapacitation, or the term expiration of a current Editor, unless a recent call has already been posted per section II.1.j. below.

h. The call for volunteers to editorial positions should ask applicants to provide:

- Their fields of expertise within Real Estate
- A curriculum vitae
- A brief statement of purpose and their vision for advancing the mission and impact of REE.

i. The Publications Committee will collect the list of self-nominated candidates for the purposes of a final selection of a suitable candidate for the vacant position.

j. If two or more consecutive Editor vacancies happen within a period of less than three (3) years, the Publications Committee can use the list of candidates from a previous call, in order to avoid excessive repetitive messaging to AREUEA's members. For the avoidance of doubt, no election for an outside candidate to a new Editorial Team position will be initiated by the Publications Committee after 3 years from the last call for volunteers.

k. In addition to the list of self-nominating volunteers, the Publications Committee can also seek input about suitable candidates to Editor from the current and past Editorial Teams, the AREUEA Executive Committee, and the AREUEA Board, together with their own suggestions.

l. The Publications Committee will then select the strongest candidate from the list of potential candidates (volunteered or canvassed). They will also select up to two alternates. Members of the Publications Committee will reach out to the main candidate and alternates to confirm their availability to serve before the Board vote.

m. The Publications Committee will write a brief report on all candidates considered for discussion by the AREUEA Board. To protect the candidates' privacy, the report will not be included in the Board's meeting record.

n. Based on the results of this process, the AREUEA Board will vote to approve or reject the main candidate proposed by the Publications Committee.

o. If the Publications Committee's main candidate fails to obtain a majority vote, the Board will proceed with a vote between the two alternate candidates.

p. If no candidate proposed by the Publications Committee receives a majority vote, the AREUEA Board may nominate another Editor from the list of candidates reviewed by the committee. In that case, the Publications Committee will endeavor to appoint the candidate as interim editor after the AREUEA Board meeting. If the candidate declines the offer, however, the Publications Committee will appoint an Interim Editor to be considered as a candidate for permanent Editor at the next AREUEA Board meeting by a majority vote. An interim Editor selected in this manner cannot serve for more than six months.

q. In the unlikely case where the above processes do not yield a new Editor/Managing Editor — if the original three candidates and the Interim Editor appointed by the Publications Committee are voted down at two consecutive AREUEA Board Meetings — the Executive and Publications Committees will jointly select a different candidate to Editor/Managing Editor (and up to two alternates, if desired), who can then be considered for a majority vote by the Board according to



the consultation and voting processes outlined above.

r. The AREUEA Publications Committee and Board of Directors must give the greatest weight to whether a new editor will enhance the reputation of *REE* as the pre-eminent real estate research journal through publication of the best research in real estate. The Publications Committee and AREUEA Board of Directors may consider other elements, but they have a necessarily secondary role relative to the expected scientific merits of the candidates.

## II.2. Oversight.

a. Oversight of normal *REE* operations will be conducted by the Publications Committee, as provided for in the AREUEA by-laws. In support of this activity, the Managing Editor will provide to the Publications Committee and the AREUEA Board of Directors annual reports indicating the state of the journal. These reports should be submitted 21 days before a scheduled Board meeting. The report will address submission flow, acceptance rate, impact factor, and other dimensions of the journal's operations. To the extent feasible and while maintaining the confidential nature of the editorial review process, the Managing Editor will respond to requests for information on the operations of *REE* from the Publications Committee.

This report should include as many of the metrics below as currently feasible:

- (iv) statistics on acceptance/rejection rates,
- (v) turnaround time statistics for the journal and each editor,
- (vi) citations and impact,
- (vii) if more than 2 complaints have been filed by submitting authors, the nature of said complaints,
- (iv) a brief qualitative assessment by the Managing Editor of the status of the Journal.

b. Beyond the regular annual reports, the Managing Editor will promptly notify the Publications Committee of any extraordinary events that interfere with the journal's proper functioning, such as initiating procedures to terminate a non-performing editor, problems with the editorial office or its contractors, and other issues.

c. The AREUEA Board of Directors has responsibility for oversight of the strategic aims of AREUEA with respect to operations of *REE* and the efforts of the Editors in pursuing the aims of the journal as covered in the AREUEA contract with the Editors and as stipulated specifically in these two statements of AREUEA's goals for *REE*:

"The aim of *REE* is to be the pre-eminent scholarly journal in real estate. This is accomplished by attracting and publishing the best research in real estate (broadly defined), and, where appropriate, contributing significantly to development of public policy related to real estate (broadly defined)"

"Operation and oversight of *REE* seeks to develop and expand the breadth, depth, and quality of scholarly activities in real estate, broadly defined, consistent with being the pre-eminent scholarly journal in real estate."

d. In addition to duties elsewhere specified in this section, the Publications Committee has three primary tasks: 1) report to the AREUEA Board of Directors on matters of concern related to the operation of *REE*, 2) recommend changes in the governance document, and 3) select the winner of the Best Paper Award each year in conjunction with the Managing Editor and Editors of *REE*.

### **III. Editor Duties and Limitations**

As largely indicated elsewhere in this document, the following duties and limitations apply to the *REE* Managing Editor and Editors:

a. The Managing Editor and Editors of *REE* shall have the day-to-day control over the editorial activities of *REE*, including, but not limited to, final authority over the acceptance of papers submitted to *REE* for publication and the timing of the publication of such papers. Substantial or significant changes in *REE* editorial policy should be brought to the AREUEA Board of Directors for approval. A 2/3rds majority is required for the AREUEA Board of Directors to reject changes in *REE* editorial policy.

AREUEA expects that the Managing Editor and Editors will be registered as members of AREUEA in good standing by their start date and will normally have been involved with *REE* as an author, referee, and/or Editorial Board Member prior to their selection. Comparable expectations with respect to authorship and referee service will commonly apply to Editorial Board Members. Continuing AREUEA membership is required for all Editors and is expected for Editorial Board Members, but the Editors may waive this requirement for a limited number of distinguished researchers in the Editorial Board, subject to consultation with the Publications Committee.

a. The Managing Editor will serve as an *ex officio* member of the AREUEA Publications Committee. The expectation is that the Managing Editor provides information about *REE* operations to the Publications Committee but may be excused from some oversight deliberations of the Publications Committee. It is the responsibility of the Managing Editor and Editors to decide the recipient of the 'Best Referee' Award each year.

b. The Managing Editor is responsible for maintaining on the *REE* website a clear description of normal operating procedures for submission and assessment of manuscripts, journal standards for appointing referees and Editorial Board Members to specific submissions, expectations of referee professional conduct, norms for addressing conflicts of interest that may occur, norms for handling appeals of editorial decisions, procedures for setting submission fees, and so forth.

c. The Editors may change day-to-day operating procedures in light of experience and other developments and can do so any time on an interim basis. However, to become permanent, major policy changes in operating procedures must be notified to the AREUEA Board of Directors. A 2/3rds majority is required for the AREUEA Board of Directors to reject changes in *REE* editorial policy described in this section. In case of doubt about what constitutes a major change in policy, *REE* editors are expected to consult with the Publications Committee.

d. In the event that the Managing Editor or Editor of *REE* is nominated and elected as a Vice-President or Professional Conduct and Inclusion Officer of AREUEA, they are to resign their position as Managing Editor or Editor of *REE*. Likewise, if one of the above-named officers is selected as Managing Editor or Editor, they must resign their officer position.

#### **IV. Conflicts of Interest**

The AREUEA Board of Directors, and the *REE* Managing Editor and Editors are committed to avoiding to the extent feasible conflicts of interest or the appearance of a conflict of interest. While no policy can foresee all possible conflicts of interest, the AREUEA Board of Directors and the *REE* Managing Editor and Editor commit to the following guidelines to limit the most common conflicts of interest that arise in managing the journal:

a. A conflict of interest occurs when the Managing Editor or one of the Editors is the author or coauthor of a manuscript submitted for publication in *REE*. These manuscripts are to be handled as follows:

In these situations, an outside Editor will be appointed to handle the review and maintain security of the referee reports and other correspondence. This outside Editor is a person who served as editor of *REE* in the past, or is a senior, experienced real estate scholar who is qualified to handle the manuscript in question.

The conflicted Editor will have no access to internal communications between the outside Editor or the non-conflicted Editor and any referees with respect to the manuscript under consideration.

b. A conflict of interest *may* occur when the Managing Editor or Editor(s) has a prior relationship with an author of a manuscript under consideration. In this context, prior relationships include student/professor (in either capacity), co-authorship within five-years, employment at the same institution, or family relationships. In such cases, the Managing Editor will normally assign the manuscript to a non-conflicted Editor. If the Managing Editor and Editors are all conflicted, then the editorial team will assign the manuscript to, as appropriate, to a former editor of *REE*, a member of the Editorial Board, or a senior, experienced real estate scholar. The outside editor will maintain security of the referee reports and other correspondence.

c. The Editors will adhere as closely as is possible to the standard that wherever possible, manuscript reviewers should also not have a prior relationship with authors of the manuscripts they are assigned. The double-blind review system necessitates that the burden of managing this lies with the Editors.

d. The Managing Editor may seek the counsel of the Publications Committee at any time with respect to timely and appropriate resolution of potential conflicts of interest. The Publications Committee is expected to recommend changes to *REE*'s conflict of interest policies as experience dictates.

e. The Managing Editor will maintain an annual list of editors assigned to each paper submitted

to REE. The Publications Committee may periodically request to inspect this list to ensure papers are allocated fairly.

## **V. Cessation of Editor or Managing Editor**

In very extraordinary circumstance the performance of misbehavior of an Editor or Managing Editor may require their cessation. While we hope that this never happens, the paragraphs below outline the procedures to follow for such cessation.

- a. If the Managing Editor has concerns about an Editor's editorial performance or professional conduct, he or she must bring those concerns to the Publications Committee. If the Committee cannot mediate or resolve the matter, it will bring it to the AREUEA Board for discussion. The Board will then establish a committee to investigate the merits of the concerns. At the next AREUEA Board meeting, the committee will present their findings and advise whether there is reasonable cause for termination. The full board must then vote on potential early termination for cause by simple majority. Depending on the situation, additional meetings may be required between regularly scheduled board meetings.
- b. If an Editor is thus dismissed, the Publications Committee will register the vacancy on the Editorial Team. The Committee will then follow the procedure outlined in Section II.1 to select a new Editor, including the possibility of appointing an Interim Editor.
- c. If there are any concerns about the editorial performance or professional conduct of the Managing Editor, these are expected to be communicated to the Publications' Committee. If the Committee cannot mediate or resolve the matter, it will bring it to the AREUEA Board for discussion. The Board will then establish a committee to investigate the merits of the concerns. At the next AREUEA Board meeting, the committee will present their findings and advise whether there is reasonable cause for termination. The full board must then vote on potential early termination for cause by simple majority. Depending on the situation, additional meetings may be required between regularly scheduled board meetings.