

# International Fuel Tax Association, Inc. Agreement Procedures Committee New Members Guide

February 5, 2008

This document is to give the new members of the committee a general overview of how the committee functions and the responsibilities of the committee. By no means is this document to replace the charter of the committee or the governing document. As responsibilities change this document should be reviewed and changed along with those responsibilities.

The Agreement Procedures Committee (APC) is created under Article R1810.200.010 of the Articles of Agreement. The APC is charged with review and maintenance of the Articles of Agreement and the Procedures Manual. The APC can also be selected to perform other duties as assigned by the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board)

The APC consists of eleven members. The members consist of the chairman and two representatives each from the Northeast, Southeast, Midwest, Western and Canadian Regions.

The IFTA, Inc. Board appoints the chairman of APC and the Vice-Chairman is selected by the committee with the approval of the IFTA, Inc. Board. All other members of the committee are selected by the chairman of APC subject to the approval of the IFTA, Inc. Board. Members of the committee are selected to serve a two-year term and may serve a total of three consecutive two-year terms. After a member has served three consecutive two-year terms, he/she must remain off the committee for one two-year term. Vacancies on the committee are filled, by region, based upon the region in which the vacancy has occurred.

In addition to the eleven members of the committee, there are members of the IFTA, Inc. Board, referred to as Board Liaisons, which are assigned to the committee to help and advise the committee on assignments and interpretations.

The APC's main responsibility is to review the Articles of Agreement and Procedures Manual and recommend changes or improvements. The committee is also assigned other duties, which include:

- Plan and participate in the annual Managers'/Law Enforcement Seminar.
  - Planning for the seminar starts on the last day of the seminar and continues until the next seminar. Each committee member is asked to participate in the seminar as a presenter or facilitator. The members can volunteer for a topic or the chairman will assign the committee member

to a topic. Travel expenses may be paid if approved by the IFTA, Inc Board of Trustee for one committee meeting each year.

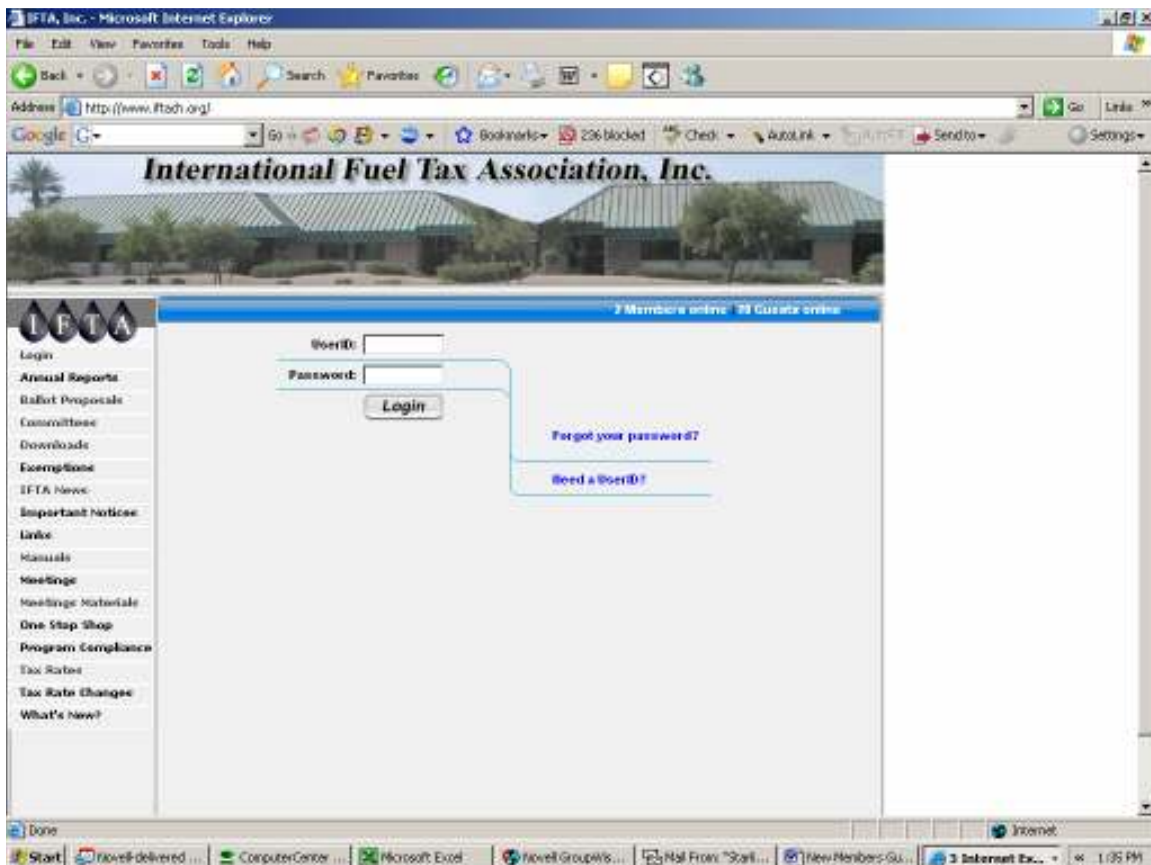
- Review and comment on the current year ballot proposals.
  - Committee members will be paired to review and comment on the proposed ballots for each comment period. The comments will be compiled by the chairman, or his designee, and will be posted on the IFTA, Inc. website for membership review. The committee is responsible for comments only and does not have voting authority. The committee does not endorse or oppose ballots as a committee but only provide comments.
- Review and comment on consensus board interpretation drafts referred to the committee.
  - At the Board's request, comments on a consensus board interpretation are presented to the chairman who will assign a subcommittee to review. The subcommittee presents its recommendations to the full committee for comment or changes.
- Develop ballot proposals and Board interpretation as requested.
  - At the request of the Board, Special Committee, or Member Jurisdiction(s), a section of the Agreement or the Procedures Manual may be assigned to the committee to create ballot for review by the assigning authority. As part of the ballot proposal process, the Board will provide the committee with its interpretations, guidance and instructions for the ballot proposal. The Board could request the committee to present language for a consensus board interpretation for their review. A subcommittee, of the committee, would be appointed by the chairman to propose language in both cases.
- Maintain the IFTA Best Practices Administrative Guide.
  - The committee is responsible for reviewing and updating the Best Practices Guide on an annual basis. This is a living document that can be updated and/or modified on an as needed basis at the recommendation of a committee member or the IFTA, Inc Board. All members of the committee should review and comment on the document as needed.
- Recruit members and maintain a list of potential committee members.
  - The chairman of the committee maintains a list of potential committee member(s). The committee members may recommend other individuals within the IFTA community to the chairman as a consideration for potential strength to the committee.
- Special assignments by the IFTA, Inc. Board.
  - Any task that is related to the Articles of Agreement or Procedures Manual may be presented to the committee as a special assignment from any of the

delegating authorities. Committee members should take the time to be familiar with the two documents and give recommendations when requested.

The Agreement Procedures Committee has a special webpage to communicate with the members of the committee on the IFTA, Inc. website. This page allows members to post comments on the message board to exchange information with the members of the committee. An email is sent to the members to notify them of a current posting of information to the webpage. If the information requires a reply, an e-mail will be sent to the originator when the committee member has replied.

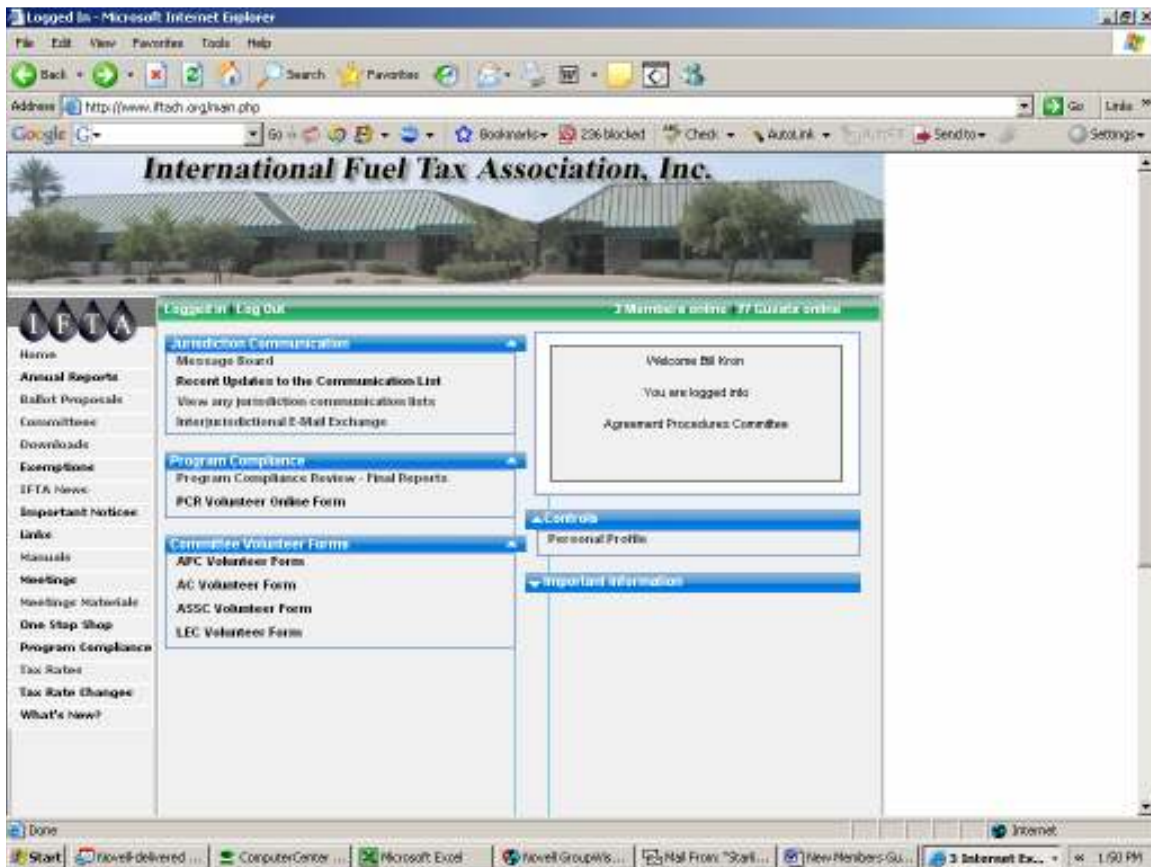
The following are the steps that must be followed in order to receive a user ID and password to access the APC webpage:

1. Upon receiving confirmation of membership to the APC an e-mail from the IFTA, Inc. webmaster is sent explaining the process to establish a user ID and password for the APC website. This user ID and password is **not** the same as the user ID and password to enter the IFTA, Inc. home page.
2. Upon receiving a user ID and Password the features of the APC website may be accessed. Enter your user ID and Password and click on Login.



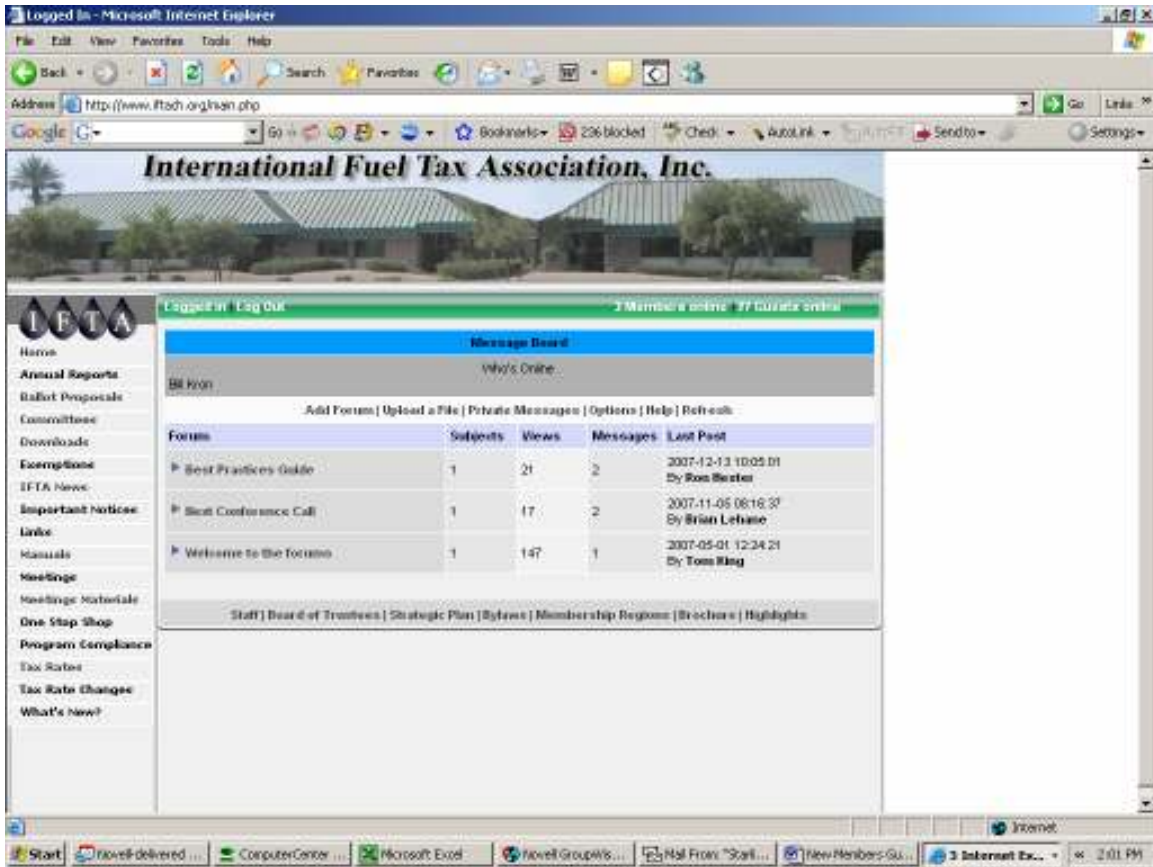
At this time, the information stored on the APC website is organized according to five main categories, which may be viewed by clicking on one of the blue bars.

1. Jurisdiction Communication - provides four areas for you to view; changes to the communication list, jurisdiction communication list, jurisdiction e-mail listing, and a message board.
2. Program Compliance – provides access to compliance reviews completed as well as the opportunity to become a participant of a planned compliance review. The IFTA Procedures Manual requires that jurisdictions participate in compliance reviews under P1230.
3. Committee Volunteer Form – provides forms to volunteer for the various committees.
4. Controls – provides the means through which the password and profile of users may be changed.
5. Important information - provides an area where items that are of particular significance to committee members can be highlighted.



The message board allows you to communicate with the members of the APC any time there is a need. When you post a message, all of the members are notified. This message

also goes to the Board Liaisons. This is a good way for the committee to stay in touch and share information.



To create a new forum click on “Add Forum” and the following screen will come up. Enter the forum name and subject. Then enter your message to be sent. If you have a file to attached click on the browse button, find the file you would like to upload. This is the same as adding an attachment. When you have completed the information to send you post and a message is sent to each member of the committee that a message has be posted to the message board.

