

## **IFTA, Inc. Board of Trustees Election Committee Best Practices**

*Approved by the IFTA, Inc. Board of Trustees October 24, 2017*

### **Purpose:**

In accordance with Article Four, Section 10 of the Bylaws of the International Fuel Tax Association, Inc., the President of the IFTA, Inc. Board of Trustees (BOT) annually shall convene an Election Committee to nominate candidates to fill upcoming vacancies on the (BOT). The Election Committee must consist of the trustees whose terms are not expiring.

- The Election Committee should form at the second quarter meeting at the direction of the President.
- The President should appoint a chair and consideration should be given to appointing a Board vice president (VP) if there is a VP on the committee.

### **Selection Process:**

The Election Committee should:

- cause a letter to be sent to all commissioners outlining the procedures for selecting BOT members, and board member duties. The letter should be sent shortly after the second quarter BOT meeting;
- determine the number of vacancies to be filled;
- survey the BOT members with expiring terms who are eligible for re-election to determine interest in continuing on the Board; preference should be given to re-nominating current BOT members;
- review the Bylaws requirements (Article Four, Section 3) relative to geographic coverage, agency coverage (revenue agency v. motor vehicle v. DOT etc.), diversity requirements, and rotating regional requirements to make certain that the Board's subsequent makeup will meet these requirements;
- give consideration to the prospective nominee's background and experience (operations, audit, financial, accounting, etc.) as compared to other board members to provide a complementary balance;

- look to IFTA committees for potential nominees, as committee members who have experience on and have contributed to standing and special committees may be ideal BOT members;
- seek input from retiring BOT members;
- maintain a pool of qualified candidates to draw from in the event of mid-term vacancies; and as a starting point for the next cycle.

**Nomination Process:**

- Once a preliminary list is developed, an Election Committee member should contact each prospective nominee to determine their interest.
- Each prospective candidate should be encouraged to review the ‘BOT New Members Guide.’”
- Each prospective candidate should be asked to submit a short biography for presentation at the ABM (or to be posted on the IFTA Inc. website).
- In accordance with Article Four, Section 10, the Election Committee shall present a slate of nominees to the Board and to membership at the annual meeting.



912 W Chandler Blvd, Suite B-6  
Chandler, AZ 85225-4910

## MEMORANDUM

To: IFTA Commissioners

From: IFTA, Inc. Board of Trustees  
Chair, 20\_\_ Election Committee

Date:

Re: Nominations for Election of Members for IFTA, Inc. Board of Trustees

The purpose of this Memorandum is to seek potential candidates, either you or other staff within your jurisdiction, for nomination to the IFTA, Inc. Board of Trustees. A two-year term will be served by the successful candidates, beginning January 1, 20\_\_. The Election Committee must present their recommendations to the membership for voting at the Annual Business Meeting in August. However, candidates for membership on the Board may be nominated from the floor at that meeting. In order to be elected to the Board, a candidate must obtain a simple majority of the votes cast.

A member of the IFTA, Inc. Board of Trustees has many responsibilities in managing the business matters of IFTA, Inc. A Board member is asked to participate in at least three (3) meetings annually. The expenses incurred as a result of the attendance at Board meetings will be paid by IFTA, Inc. A Board member will be asked to act as a liaison to at least one of the IFTA standing committees or to any special committee or working group that may be established by the Board. A Board member will also act as a liaison to and hold conference calls with several member jurisdictions. Board members are often asked to attend seminars and workshops to represent the IFTA membership or to speak to the registrants regarding IFTA and the role of the IFTA, Inc. Board of Trustees. The expenses for such activities are not always paid by IFTA, Inc. For any additional information, please review the IFTA, Inc. Board Member Orientation Guide that is posted on our secure website under Important Information.

Pursuant to Article Four, Section 10 of the Bylaws, the President of the IFTA, Inc. Board of Trustees has convened the Election Committee for the purpose of the upcoming Board election. The Election Committee consists of the members of the Board whose terms are not expiring. In addition to me, the members of the Election Committee are

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Article Four, Section 3 provides in part, that “[a]ny commissioner of a member jurisdiction, or their designee, is eligible to serve as a Trustee”. At the 20\_\_ Annual Business Meeting in Chandler, Arizona, elections will be held for five (5) seats on the Board. Those seats are currently held by \_\_\_\_\_.

\_\_\_\_\_ will complete their third, two-year consecutive terms on December 31, 20\_\_ and cannot seek re-election due to the term limits set by the Bylaws.

Representation on the Board is governed by Article Four, Section 3, which provides in part:

However, at least one Trustee shall be from each of the five geographic regions outlined in these bylaws (see Appendix A). Except under the circumstances described under Article Four, Section 10, no more than two trustees shall be from a single geographic region with the region represented by one trustee rotating among the geographical regions in a fair and equitable manner. At least one Trustee shall be a member where fuel taxes are administered by a tax or revenue department, and at least one Trustee shall be a member where fuel taxes are administered by a department of transportation or department of motor vehicles. At least one Trustee shall be a woman or minority. A single Trustee on the Board may satisfy more than one criterion.

A fair and equitable rotation schedule has been set and adopted for the rotating geographical region. In 20\_\_, the \_\_\_\_\_ Region is the single Trustee region, and the \_\_\_\_\_ Region will be the single trustee region in 20\_\_. A \_\_\_\_\_ Region representative and a \_\_\_\_\_ Region representative must be elected at the 20\_\_ Annual Business Meeting to maintain the rotation schedule.

Article Four, Section 10 of the Bylaws provides in part: “The duties of this [Election] committee are to ensure the Qualifications and Requirements set forth in Article Four, Section 3 herein are met, to try to ensure equitable geographic representation is maintained and to conduct the election at the Annual Business Meeting. Specifically, if no nomination is received from the jurisdictions in the region in which a full term vacancy exists, nominations may be accepted from any region.”

If you are interested in being considered for election to the Board, or would like to make a nomination for election to the Board, please complete the attached form and return it by email to \_\_\_\_\_. Your response can also be mailed to me:

[name]  
[agency]  
[address]  
[address 2]  
[City, Jurisdiction, Postal Code]

Nominations must be received by no later than \_\_\_\_\_.

If you have any questions, please do not hesitate to contact any member of the Election Committee.

**BYLAWS OF THE INTERNATIONAL FUEL TAX ASSOCIATION, INC.**  
**Appendix A - Regional Designations**  
**Revised May 2015**

**CANADIAN REGION**

1. Alberta
2. British Columbia
3. Manitoba
4. New Brunswick
5. Newfoundland
6. Nova Scotia
7. Ontario
8. Prince Edward Island
9. Quebec
10. Saskatchewan

**NORTHEAST REGION**

1. Connecticut
2. Delaware
3. Maine
4. Massachusetts
5. Maryland
6. New Hampshire
7. New Jersey
8. New York
9. Pennsylvania
10. Rhode Island
11. Vermont

**WESTERN REGION**

1. Alaska
2. Arizona
3. California
4. Colorado
5. Hawaii
6. Idaho
7. Montana
8. Nevada
9. New Mexico
10. Oregon
11. Texas
12. Utah
13. Washington
14. Wyoming

**MIDWEST REGION**

1. Illinois
2. Indiana
3. Iowa
4. Kansas
5. Michigan
6. Minnesota
7. Missouri
8. Nebraska
9. North Dakota
10. Ohio
11. Oklahoma
12. South Dakota
13. Wisconsin

**SOUTHEAST REGION**

1. Alabama
2. Arkansas
3. District of Columbia
4. Florida
5. Georgia
6. Kentucky
7. Louisiana
8. Mississippi
9. North Carolina
10. South Carolina
11. Tennessee
12. Virginia
13. West Virginia



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**Nomination for Election to the IFTA, Inc. Board of Trustees**

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Based, on the above information, I nominate the following for election to the IFTA, Inc. Board of Trustees:

<b>NAME:</b>		
<b>TITLE:</b>		
<b>ORGANIZATION NAME:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>JURISDICTION:</b>	<b>ZIP:</b>
<b>TELEPHONE:</b>	<b>FAX:</b>	<b>E-MAIL ADDRESS:</b>

I hereby give the full support of the nominee’s jurisdiction to participate as a Board of Trustee member and other duties assigned as a member.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Title)