

IFTA, Inc. Board of Trustees Election Committee Best Practices

*Approved by the IFTA, Inc. Board of Trustees January 19, 2007
Amended October 2016*

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 April BOT 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 in late April, shortly after the April 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 bylaw 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;



**INTERNATIONAL
FUEL TAX
ASSOCIATION, INC.**
Manages
The International Fuel Tax Agreement

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MEMORANDUM

To: IFTA Commissioners

From:
IFTA, Inc. Board of Trustees
Chair, 2016 Election Committee

Date: June 1, 2016

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, 2017. 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 reimbursed 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 that may be established by the Board and 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 David Helton (FL), Trent Knoles (IL), Stephen Nutter (VA), Chuck Ulm (MD) and Stuart Zion (CO).

IFTA, Inc. Board of Trustees
Nominating Committee Best Practices
Approved January 19, 2007
Amended October 2016
Page 2 of 3

- 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.