

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

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

### **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 a "Nominating Committee" to nominate candidates to fill upcoming vacancies on the (BOT). The "Nominating Committee" must consist of the trustees whose terms are not expiring.

- The "Nominating 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 "Nominating 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.), and diversity 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 subordinate committees for potential nominees, as committee members who have experience on and have contributed to standing and special committees maybe 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, a “Nominating 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 “Nominating Committee” shall present a slate of nominees to the Board and to membership at the annual meeting.