

INTERNATIONAL FUEL TAX AGREEMENT (IFTA) INDUSTRY ADVISORY COMMITTEE CHARTER

(Approved June, 2007)
Revised April 2011

- I. **NAME:** The name of this committee will be the IFTA Industry Advisory Committee (IAC).
- II. **AUTHORITY AND PURPOSE:** The IAC is established by Article R1810.200.030 of the IFTA Articles of Agreement. The IAC is a formal mechanism through which representatives of the motor carrier industry can present to the IFTA membership and the International Fuel Tax Association, Inc. (IFTA, Inc.), industry concerns, interests, and recommendations regarding IFTA and IFTA, Inc., programs, functions, policies, and procedures.
- III. **COMMITTEE RESPONSIBILITIES:** The IAC is responsible for advising and assisting the IFTA, Inc., Board of Trustees (Board) and the other committees formed pursuant to the IFTA Articles of Agreement, and other duties assigned to it by the Board. Additionally the IAC is responsible for:
 - A. maintaining a committee member rotation chart,
 - B. recruiting members and maintaining a list of potential committee members, and
 - C. making recommendations to the Board to fill committee vacancies.
- IV. **MEMBERSHIP:**
 - A. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair of the IAC shall be appointed by the President of IFTA, Inc., with the approval of the Board. A recommendation for appointment will be submitted by the IAC.
 - B. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair shall select the committee members subject to approval by the Board.
 - C. In accordance with Article Six of the IFTA, Inc. Bylaws, the committee members shall be selected from the industry representatives who have expressed an interest in working with the Board.
 - D. The members of the IAC will select a Vice-Chair subject to the approval of the Board.
 - E. The IAC, with the approval of the Board, may establish the number of committee members representing a cross section of the motor carrier and allied industries.

- F. The IAC may establish, subject to approval of the Board, a steering committee along with guidelines for the number of steering committee members and the composition of or criteria for the membership. The purpose of the steering committee is to represent the views of the IAC and to provide a structure to support the business and operations of the IAC.
- G. The chair and vice-chair shall serve on the IAC steering committee. The chair shall select the steering committee members, subject to the approval of the Board.

V. TERM LIMITS

- A. Steering committee members may serve no more than three (3) complete two-year consecutive terms.
- B. A steering committee member's term shall be from January 1st through December 31st.
- C. A steering committee member shall serve no more than one complete two-year term as chair.
- D. A steering committee member shall serve no more than one complete two-year term as vice-chair.
- E. An exception to a term limit may be granted by the Board.

- VI. SUBCOMMITTEES:** The IAC may, with the approval of the board liaison, establish subcommittees to review specific issues before the IAC. Such subcommittees shall report results to the entire IAC for consideration.

VII. VACANCIES:

- A. The IAC chair shall select a replacement for a vacancy occurring on the IAC, subject to the approval of the Board. An IAC member elected to fill a vacancy shall serve the unexpired term of his or her predecessor. The completion of the unexpired term by such committee member shall not be deemed as one of the two-year terms described in Section V.A.
- B. Should the chair vacate the position prior to end of a full two-year term, the vice-chair shall assume the chair and the IAC shall select a new vice-chair as set forth in Section IV.C. Both the new chair and vice-chair shall serve the unexpired term of his or her predecessor. The completion of the unexpired term as chair and vice-chair by such committee members shall not be deemed as one of the two-year terms described in Section V.C. and V.D.

VIII. MEETINGS:

- A. The IAC will meet at least twice a year, once annually in conjunction with the Combined IFTA/IRP Audit Workshop and once in conjunction with the IFTA Annual Business Meeting. The IAC may meet at such other times and locations as may be determined by the steering committee.

- B. The steering committee will notify the members of the IAC of the time and place of a committee meeting at least thirty days before the meeting.
- C. The presence of *one-third of the active* members of the IAC will constitute a quorum for meetings of the IAC. An official action of the IAC will require a majority vote of the members of the IAC present at a meeting.
- D. The chair will preside at all IAC meetings. In the absence of the chair, the vice-chair will preside. In the absence of both these officers, a member of the steering committee will preside.
- E. The meetings of the IAC will be open to all industry representatives for purposes of taxpayer discussion. Industry representatives who are not members of the IAC will be allowed to participate fully in discussions, but will not be entitled to vote. Board members, IFTA, Inc., staff and jurisdiction representatives are encouraged to attend IAC meetings.
- F. The steering committee will be responsible for the agenda of business for each meeting. The agenda will give priority to business concerning IFTA. When and if, during an IAC meeting, it discusses issues other than issues pertaining to IFTA and fuel taxation, the IAC will not be acting under the auspices of IFTA or IFTA, Inc., and this will be reflected in the minutes of any such meeting.
- G. A member of the steering committee will be responsible for producing minutes of each meeting of the IAC, which will be circulated to the members of the IAC within thirty days following each meeting and which will be published on the IFTA, Inc. website.
- H. Pursuant to its deliberations, the IAC will from time to time make resolutions, take positions, or otherwise express its recommendations on matters of policy affecting IFTA. The formal determinations of the IAC will be reflected in the minutes and may, as appropriate, be submitted to IFTA, Inc., to the Board, to other IFTA Committees, or to the IFTA membership for their consideration.
- I. If, at a time when the IAC is not scheduled to meet, or cannot meet, the Board calls on the IAC for advice, or an emergent situation demands an industry position, the Steering Committee may poll IAC members by any appropriate means in order to obtain a sense of the IAC on the issue at hand. The IAC membership shall be promptly notified by the Steering Committee of the advice given or position taken pursuant to such a poll.

IX. **CHARTER AMENDMENT:** Amendments to this charter may be submitted to IFTA, Inc. by any member of the IAC. IFTA, Inc. shall circulate the proposed charter amendments to the members of the IAC. The IAC may recommend to the Board amendments to this charter. The proposed amendments will be considered by the Board.