

# INTERNATIONAL FUEL TAX AGREEMENT

## INDUSTRY ADVISORY COMMITTEE

### CHARTER

(Revised October 2003)

- I. **NAME**: The name of this committee will be the International Fuel Tax Agreement (IFTA) Industry Advisory Committee (Committee).
- II. **AUTHORITY AND PURPOSE**: The Committee is established by Article R1810.400 of the IFTA Articles of Agreement. The Committee 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 Committee has the responsibility of advising the IFTA, Inc., Board of Trustees (Board) and the other Committees formed pursuant to the IFTA Articles of Agreement, as well as such other responsibilities as may be assigned by the Board.
- IV. **MEMBERSHIP**: The Committee will consist of approximately thirty members, representing a cross section of the motor carrier and allied industries.

The Committee membership will elect a Chair and a Vice Chair, who will, with four additional Committee members elected in like fashion, form a Steering Committee that will represent the views of the Committee to the Board. The Chair and Vice Chair will serve concurrent two-year terms and neither may serve more than three successive terms in either position. In the event of a vacancy in the position of Chair, the Vice Chair will act as Chair until the Committee, at its next regularly scheduled meeting, fills the vacancy by election. In the event of a vacancy on the Steering Committee, the Chair will appoint an acting Steering Committee member until the Committee, at its next regularly scheduled meeting, fills the vacancy by election. The Board may appoint one or more of its own members to act as liaison between the Committee and the Board.

Members will serve a term of one year, but will not be limited in the number of consecutive terms they may serve. For the selection of Committee members, IFTA, Inc., will annually solicit indications of interest in serving on the Committee from representatives of motor carriers, motor carrier associations, and allied industries. From among those indicating

such interest, and the willingness and ability to attend Committee meetings, the Steering Committee, with the advice of members of the Board, will submit a proposed roster of Committee members to the Board. Committee members will be selected on the basis of their knowledge of and experience with IFTA or their ability to represent their segment of the motor carrier industry, an allied industry, or the motor carrier industry as a whole with respect to issues concerning IFTA. At its annual fourth-quarter meeting, or at a special meeting, the Board will approve the Committee membership for the following year.

- V. **MEETINGS:** The Committee will meet at least twice a year, once annually in conjunction with the IFTA Audit Workshop and once in conjunction the IFTA Annual Business meeting. The Committee may meet at such other times and locations as may be determined by the Steering Committee.

The Steering Committee will notify the members of the Committee of the time and place of a Committee meeting at least thirty days before the meeting.

The presence of half the members of the Committee will constitute a quorum for meetings of the Committee. An official action of the Committee will require a majority vote of the members of the Committee present at a meeting.

The Chair will preside at all Committee 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.

The meetings of the Committee will be open to all industry representatives for purposes of taxpayer discussion. Industry representatives who are not members of the Committee will be allowed to participate fully in Committee discussions, but will not be entitled to vote. IFTA Board members and IFTA, Inc., staff are encouraged to attend Committee meetings.

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 a Committee meeting, the Committee discusses issues other than issues pertaining to IFTA and fuel taxation, the Committee will not be acting under the auspices of IFTA or IFTA, Inc., and this will be reflected in the minutes of any such meeting.

A member of the Steering Committee will be responsible for producing minutes of each meeting of the Committee, which will be circulated to the members of the Committee within thirty days following each meeting and which will be open to public inspection at the office of IFTA, Inc.

Pursuant to its deliberations, the Committee 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 Committee 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.

If, at a time when the Committee is not scheduled to meet, or cannot meet, the Board calls on the Committee for advice, or an emergent situation demands an industry position, the Steering Committee may poll Committee members by any appropriate means in order to obtain a sense of the Committee on the issue at hand. The Committee membership shall be promptly notified by the Steering Committee of the advice given or position taken pursuant to such a poll.

- VI. CHARTER AMENDMENT:** Amendments to this Charter may be submitted to the Committee by any Committee member. The Committee will consider any proposed amendment to the Charter, and may recommend its adoption to the Board by a majority vote of those present at a Committee meeting. The Steering Committee will submit any such recommended amendment to IFTA, Inc., which will circulate it to the members of the Board immediately upon receipt. The Board will consider any such amendment, and may approve it by a majority vote.