

**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)  
PROGRAM COMPLIANCE REVIEW COMMITTEE  
CHARTER**

(Approved April 2018)

- I. **NAME:** The name of this committee shall be the IFTA Program Compliance Review Committee (PCRC).
- II. **AUTHORITY AND PURPOSE:** The PCRC is established by the IFTA Articles of Agreement pursuant to Article R1810.200.040. The PCRC is responsible for ensuring the uniformity and integrity of the program compliance review process.
- III. **COMMITTEE RESPONSIBILITIES:** The PCRC has the responsibility of maintaining the IFTA Program Compliance Review Guide, reviewing all program compliance review reports to determine any needs for follow up or reassessment, to make findings of compliance or non-compliance, and such other responsibilities as specified in the IFTA or assigned to them by the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board). Additionally the PCRC is responsible for:
- A. In the discharge of its responsibilities, seeking input from other committees formed pursuant to the IFTA,
  - B. reviewing and commenting on ballot proposals as appropriate,
  - C. developing ballot proposals as appropriate,
  - D. reviewing and preparing responses for consensus board interpretation drafts referred to it by the Board,
  - E. maintaining a committee member rotation chart,
  - F. recruiting members and maintaining a list of potential committee members,
  - G. making recommendations to the Board to fill committee vacancies; and
  - H. establishing and maintaining a pool of qualified individuals to conduct compliance reviews,
  - I. maintaining the IFTA Best Practices Administrative Guide, and
  - I. maintaining a New Members Guide.
- IV. **MEMBERSHIP:**
- A. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair of the PCRC shall be appointed by the president, with the approval of the Board. A recommendation for appointment will be submitted by the PCRC. The chair will be a voting member of the PCRC and will be in addition to the other voting members.
  - 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. The members of the PCRC will select a vice-chair subject to the approval of the Board.
  - D. The PCRC, with approval of the Board, may establish the number of committee members, the number of representatives from each of the five geographic regions outlined in Appendix A of the IFTA, Inc. Bylaws and the number of at large members that will serve as members of the PCRC.
  - E. The past chair of the PCRC may serve as an ex-officio member of the PCRC for two (2) years, and shall be a non-voting member.
- V. **TERM LIMITS**
- A. PCRC members may serve no more than three (3) complete two-year consecutive terms.
  - B. A PCRC member's term shall be from April 1st through March 31st.
  - C. A PCRC member shall serve no more than one complete two-year term as chair.
  - D. A PCRC member shall serve no more than one complete two-year term as vice-chair.

- E. The term limit of a PCRC member serving as chair or vice-chair will automatically extend, if necessary, to the end of the term of service as chair or vice-chair.
- F. An exception to the term limit may be granted by the Board.
- G. A committee member having completed three (3) two-year consecutive terms may serve again on the PCRC if a complete two-year term has passed following that committee member's previous service.

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

**VII. PANEL SELECTION:** In order to keep the responsibilities of the PCRC manageable and time and cost effective for the participating jurisdictions, a panel of the PCRC will be selected by the chair to participate in the responsibilities regarding the various reviews. Each panel will consist of three members of the PCRC. The chair, vice-chair, and ex-officio will not be panel participants.

**REVIEWER SELECTION:** Under the terms of participation in Compliance Reviews, found in the Procedures Manual, Section P1230 each jurisdiction is required to participate in their appropriate share of Reviews.

A. Administrative Reviewers – A minimum of 6 representatives from the five (5) geographic regions will be selected by the Chair, approved by the Board to serve a two (2) year consecutive term with the option to renew for one (1) additional two (2) year term.

B. Audit Reviewers - A minimum of 6 representatives from the five (5) geographic regions will be selected by the Chair, approved by the Board to serve a two (2) year consecutive term with the option to renew for one (1) additional two (2) year term.

**VIII. VACANCIES:**

- a. The PCRC chair shall select a replacement for a vacancy occurring on the PCRC, subject to the approval of the Board. A committee 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 PCRC 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.

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

**X. QUORUM:** The presence of two-thirds of the voting members of the PCRC will constitute a quorum for meetings of the PCRC. A majority vote of the PCRC members present shall constitute an official action of the PCRC.

**XI. RECUSAL:** In the event that a PCRC member is from a jurisdiction that is the subject of a review, that member will excuse himself or herself from the proceedings. In the case of a panel proceeding, the chair will select a replacement panel member from the PCRC.