

# Agreement Procedures Committee



New

Members

Guide

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## **Chapter 1**

### **Welcome**

It is our pleasure to welcome you as a new member of the International Fuel Tax Agreement (IFTA) Agreement Procedures Committee (APC). You have joined a team of professionals and we value your input as we continue to build upon our success working as a team. With joint efforts, healthy exchanges of ideas and a variety of opinions, we will continue to deliver the highest level of work.

### **Who We Are and What We Do**

This document is to give the new members of the committee a general overview of how the committee functions and the responsibilities of the committee. By no means is this document to replace the charter of the committee or the governing document. As responsibilities change this document should be reviewed and changed along with those responsibilities.

The Agreement Procedures Committee (APC) is created under Article R1810.200.010 of the Articles of Agreement. The APC is charged with review and maintenance of the Articles of Agreement and the Procedures Manual. The APC can also be selected to perform other duties as assigned by the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board).

## Chapter 2

### Regional Designations

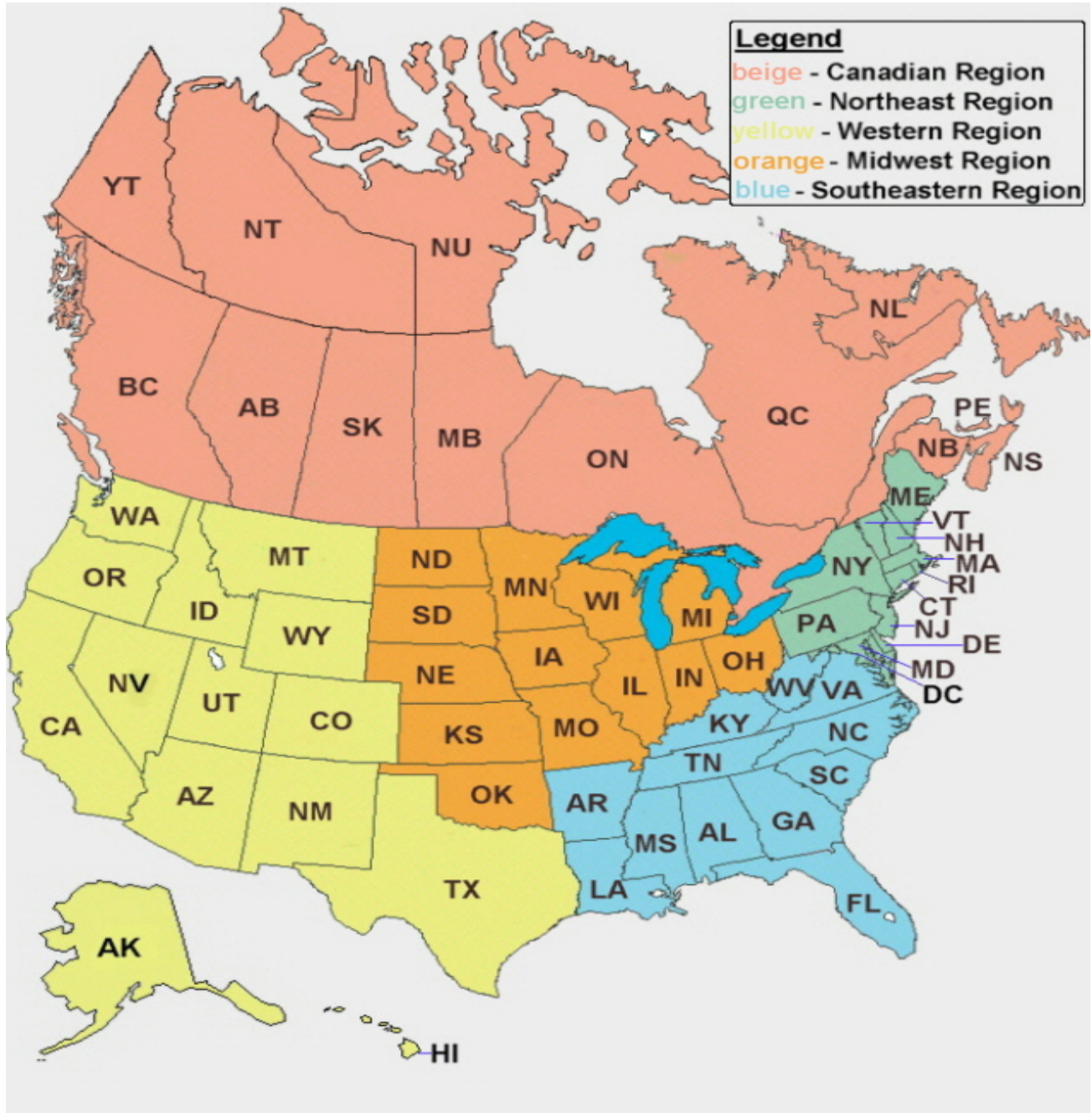
<u>Canadian</u>	<u>Northeast</u>	<u>Western</u>	<u>Midwest</u>	<u>Southeastern</u>
Alberta	Connecticut	Alaska *	Illinois	Alabama
British Columbia	Delaware	Arizona	Indiana	Arkansas
Manitoba	District of Columbia *	California	Iowa	Florida
New Brunswick	Maine	Colorado	Kansas	Georgia
Newfoundland/Labrador	Massachusetts	Hawaii *	Michigan	Kentucky
Northwest Territories*	Maryland	Idaho	Minnesota	Louisiana
Nova Scotia	New Hampshire	Montana	Missouri	Mississippi
Ontario	New Jersey	Nevada	Nebraska	North Carolina
Prince Edward Island	New York	New Mexico	North Dakota	South Carolina
Quebec	Pennsylvania	Oregon	Ohio	Tennessee
Saskatchewan	Rhode Island	Texas	Oklahoma	Virginia
Yukon Territory*	Vermont	Utah	South Dakota	West Virginia
Nunavut Territory*		Washington	Wisconsin	
		Wyoming		

**\* Alaska, Hawaii, the District of Columbia, Northwest Territories, Yukon Territory, and Nunavut Territory are not member jurisdictions.**

### Chapter 3

#### International Fuel Tax Agreement (IFTA) Agreement Procedures Committee Charter

The APC consists of eleven members. The members consist of the chairman and two representatives each from the Northeast, Southeast, Midwest, Western and Canadian Regions.



The IFTA, Inc. Board of Trustees (Board) appoints the chairman of the APC and the Vice-Chairman is selected by the committee with the approval of the Board. All other members of the committee are selected by the chairman of APC subject to the approval of the Board. Members of the committee are selected to serve a two-year term and may serve a total of three consecutive two-year terms. After a member has served three consecutive two-year terms, he/she must remain off the committee for one two-year term. Vacancies on the committee are filled, by region, based upon the region in which the vacancy has occurred.

In addition to the eleven members of the committee, there are members of the Board, referred to as Board Liaisons, which are assigned to the committee to help and advise the committee on assignments and interpretations.

The APC's main responsibility is to review the Articles of Agreement and Procedures Manual and recommend changes or improvements. The committee is also assigned other duties, which include:

- Plan and participate in the annual IFTA/IRP Managers'/Law Enforcement Workshop
  - Planning for the workshop starts on the last day of the workshop and continues until the next workshop. Each committee member is asked to participate in the workshop as a presenter or facilitator. The members can volunteer for a topic or the chairman will assign the committee member to a topic. Travel expenses may be paid if approved by the IFTA, Inc Board of Trustee for one committee meeting each year.
- Review and comment on the current year ballot proposals
  - Committee members will be paired to review and comment on the proposed ballots for each comment period. The comments will be compiled by the chairman, or his/her designee, and will be posted on the IFTA, Inc. website for membership review. The committee is responsible for comments only and does not have voting authority. The committee does not endorse or oppose ballots as a committee but only provides comments.
- Review and comment on consensus board interpretation drafts referred to the committee
  - At the Board's request, comments on a consensus board interpretation are presented to the chairman who will assign a subcommittee to review. The subcommittee presents its recommendations to the full committee for comment or changes.
- Develop ballot proposals and Board interpretation as requested
  - At the request of the Board, Special Committee, or Member Jurisdiction(s), a section of the Agreement or the Procedures Manual may be assigned to the committee to create a ballot for review by the assigning authority. As part of the ballot proposal process, the Board will provide the committee with its interpretations, guidance and instructions for the ballot proposal. The Board could also request that the committee present language for a consensus board interpretation for review. A subcommittee would be appointed by the chair to propose language in both cases.
- Maintain the IFTA Best Practices Administrative Guide
  - The committee is responsible for reviewing and updating the Best Practices Guide on an annual basis. This is a living document that can be updated and/or modified on an as needed basis at the recommendation of a committee member or the Board. All members of the committee should review and comment on the document as needed.

- Recruit members and maintain a list of potential committee members
  - The chairman of the committee will canvas the entire region for volunteers when an opening occurs. They will also maintain a list of potential committee members. The committee members may recommend other individuals within the IFTA community to the chairman as a consideration for potential strength to the committee or individuals from the IFTA community can fill out a volunteer form and submit it to the committee through the IFTA Inc. website.
  
- Special assignments by the Board
  - Any task that is related to the Articles of Agreement or Procedures Manual may be presented to the committee as a special assignment from any of the delegating authorities. Committee members should take the time to be familiar with the two documents and give recommendations when requested.

## Website

The Agreement Procedures Committee has a special webpage to communicate with the members of the committee on the IFTA, Inc. website. This page allows members to post comments on the message board and to exchange information efficiently with the members of the committee. An email is sent to the members to notify them of a current posting of information to the webpage. If the information requires a reply, an e-mail will be sent to the originator when the committee member has replied.

Following are the steps that must be followed in order to receive a user ID and password to access the APC webpage:

1. Upon receiving confirmation of membership to the APC, an e-mail from the IFTA, Inc. webmaster is sent explaining the process to establish a user ID and password for the APC webpage. This user ID and password is **not** the same as the user ID and password to enter the IFTA, Inc. home page.
2. Upon receiving a user ID and Password the features of the APC webpage may be accessed. The user enters their user ID and Password and clicks on Login.

The screenshot shows the IFTA, Inc. website interface. At the top, the browser address bar displays 'http://www.iftach.org/'. The main header features the IFTA logo and the text 'International Fuel Tax Association, Inc.' Below the header, a status bar indicates '7 Members online | 79 Guests online'. The central area contains a login form with the following fields and elements:

- UserID:** dmp01
- Password:** [Redacted]
- Login** button
- Links: 'Need a UserID?' and 'Forgot your password?'
- Close button: 'X Close'

A callout bubble points to the 'Login' button with the text: "You should already have a user ID and password Then you can just hit the login in button".

The page also includes a 'Calendar of Events' for November 2014 and a list of recent news items:

Event Title	Date
LA - Interest Waiver Request	10/31/14
NJ - CH Funds Netting Letter	10/28/14
SK - Flood Relief	07/14/14
MB - Flood Interest Waiver Request	07/09/14
AL - 2Q14 AL Memo on Natural Gas Suspension	06/23/14
NH - Notification of Rate Change on July 1, 2014 for Special Diesel and Biodiesel	06/10/14
ON - 2Q14 Tax Rate Correction Letter to Commissioners	06/09/14
KS - Supervisory Position Open	04/21/14
VT - Diesel Tax Rate	04/10/14
act of 2014	03/28/14



At this time, the information stored on the APC webpage is organized according to five main categories, which may be viewed by clicking on one of the blue bars.

1. Jurisdiction Communication - provides four areas for you to view: changes to the communication list, jurisdiction communication list, jurisdiction e-mail listing, and a message board.
2. Program Compliance – provides access to compliance reviews completed as well as the opportunity to become a participant of a planned compliance review. The IFTA Procedures Manual requires that jurisdictions participate in compliance reviews under P1230.
3. Committee Volunteer Form – provides forms to volunteers for the various committees.
4. Controls – provides the means through which the password and profile of users may be changed.
5. Important Information - provides an area where items that are of particular significance to committee members can be highlighted.

The screenshot shows the IFTA website interface. The browser address bar displays <http://www.iftach.org/main.php>. The page title is "International Fuel Tax Association, Inc.". The navigation menu on the left includes links such as Home, About Us, Annual Reports, Ballot Proposals, Biodiesel Information, Committees, Downloads, Exemptions, IFTA News, Important Notices, Interest Rates, Links, Manuals, Meetings, Meetings Materials, One Stop Shop, Program Compliance, Search, Tax Rates, Tax Rate Changes, and What's New? The main content area is divided into several sections: "TAX RATE INFORMATION" with links to "Tax Rate Calendar 2014-16", "KY - Notification of Surtax rate change", "Memo to jurisdictions with KY surcharge conversions for 4Q12", "2Q2012 Excel", "2Q2012 XML", "3Q2012 Excel", and "3Q2012 XML"; "MEETINGS" with a link to "2015 IFTA/IRP Audit Workshop"; "IFTA LEVELS" with links for "Level 1" through "Level 5"; "COMMENT ON BALLOTS" with links to "Comment on Ballots 2014" and "Video Tutorial - Commenting on Ballots Proposals"; "CONTROLS" with links to "Master Control", "Tax Rate Control", "User Control", and "Personal Profile"; "ACCESS ALL IFTA ITC." with links to "Agreement Procedures Committee (No New Messages)", "Commissioners Training Committee (No New Messages)", and "VERMONT (No New Messages)"; and "CLEARINGHOUSE INFORMATION" with links to "User Registration", "New User Package", and "2013 Service Auditors Report". A callout bubble points to the "Agreement Procedures Committee" link.

The message board allows you to communicate with the members of the APC any time there is a need. When you post a message, all of the members are notified. This message also goes to the Board Liaisons. This is a good way for the committee to stay in touch and share information.

The screenshot shows the IFTA website interface. At the top, the browser address bar displays the URL <http://www.iftach.org/main15.php?UserID=KPLANTE&Passw> and indicates the user is logged in. The main header features the IFTA logo and the text "International Fuel Tax Association, Inc." above a photograph of a building. Below the header, a green status bar shows "Logged In (Main Menu) | Log Out" and "8 Members online | 75 Guests online".

The left sidebar contains a navigation menu with the following items: Home, About Us, Annual Reports, Ballot Proposals, Biodiesel Information, Committees, Downloads, Exemptions, IFTA News, Important Notices, Interest Rates, Links, Manuals, Meetings, Meetings Materials, One Stop Shop, Program Compliance, Search, Tax Rates, Tax Rate Changes, and What's New?.

The main content area is divided into two primary sections:
 

- JURISDICTION COMMUNICATION**: Includes links for "Message Board (No New Messages)", "Message Board - Uploading Files", "Recent Updates to the Communication List", and "View any jurisdiction communication lists".
- COMMITTEE VOLUNTEER FORMS**: Lists various forms such as "AC Volunteer Form", "APC Volunteer Form", "ASSC Volunteer Form", "CAC Volunteer Form", "DRC Volunteer Form", "ITAC Volunteer Form", "LEC Volunteer Form", "PCR Team member Volunteer Form", and "PCRC Volunteer Form".

The right sidebar contains:
 

- CONTROLS**: Includes a link for "Personal Profile".
- ACCESS ALL IFTA IINC.**: Lists "Agreement Procedures Committee (No New Messages)" and "Commissioners Training Committee (No New Messages)".
- VERMONT**: Includes a link for "VERMONT (No New Messages)".
- IMPORTANT INFORMATION** and **TUTORIALS**: These sections are currently empty.

In the center of the page, a welcome message is displayed: "Welcome Kim Plante", "You are logged into", and "Agreement Procedures Committee". Below this message is a pagination control with "Previous", "1", "2", "3", "4", "5", and "Next" buttons.

To create a new forum, click on “Add Forum”.

The screenshot shows the IFTA website interface. At the top, there is a navigation bar with the following items: [Logged In \(Main Menu\)](#), [Log Out](#), [8 Members online](#), and [75 Guests online](#). Below this is a blue header for the **Message Board**. Underneath, it says **Who's Online** and lists **Kim Plante**. A navigation bar contains [Add Forum](#), [Private Messages](#), [Options](#), [Search](#), [Help](#), and [Refresh](#). An arrow points to the [Add Forum](#) link. Below the navigation bar is a table of forum posts.

Forum	Subjects	Views	Messages	Last Post
▶ New Committee Members	1	52	3	2013-12-30 12:30:15 By Pamela Marshall
▶ Workshop Critiques	2	47	2	2013-04-10 12:32:03 By Debora Meise
▶ APC Vice Chair Voting	1	76	3	2012-11-07 07:59:33 By Trina Kluever Pauli
▶ APC Vice Chair	1	74	2	2010-12-17 07:30:52 By Pamela Marshall
▶ 2010 Workshop Critiques	1	37	2	2010-09-29 14:27:30 By Scott Greenawalt
▶ 2010 IFTA Managers and Law Enforcement Workshop	1	46	3	2010-07-28 08:36:56 By Pamela Marshall
▶ Welcome to the forums	1	292	1	2010-04-20 11:35:47 By Tom King
▶ The New Exemption Database	1	70	9	2009-03-25 10:12:21 By Pamela Marshall
▶ Minutes Not Approved	1	18	2	2009-02-04 10:39:28 By Ron Hester
▶ February 2009 Conf Call	1	35	6	2009-02-03 14:33:08 By Lepage Ghyslaine

At the bottom of the table, there is a pagination bar: [1](#) | [2](#) | [Next](#) | [Reload](#)

The following screen will come up. Enter the forum name and subject. Then enter your message to be sent. If you have a file to attach click on the browse button, find the file you would like to upload and click on it. This is the same as adding an attachment. When you have completed the information post, a message is sent to each member of the committee advising them that a message has be posted to the message board.

