

Agreement Procedures Committee



New

Member

Guide

Table of Contents

Chapter 1	Page 3
• Welcome	
• Who We Are and What We Do	
Chapter 2	Page 4
• IFTA Jurisdictions & Regional Designations	
Chapter 3	Page 5
• APC Composition	
Chapter 4	Page 6
• Appointments & Term Limits	
Chapter 5	Page 7
• Responsibilities & Activities	
Chapter 6	Page 9
• Website	

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 a general overview of how the committee functions and the responsibilities. By no means is this guide intended to replace the charter of the committee or the governing documents. As responsibilities change this document should be reviewed and updated accordingly.

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

IFTA Member Jurisdictions & Regional Designations

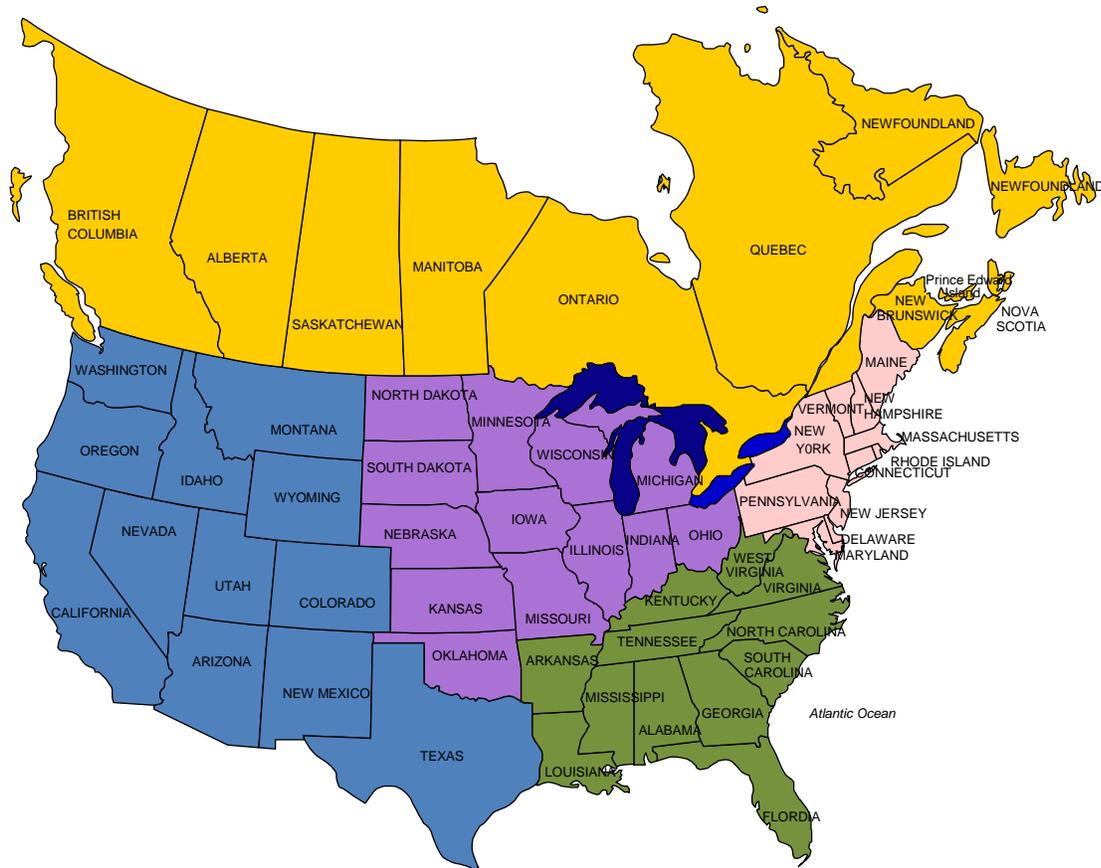
<u>Canadian</u>	<u>Northeast</u>	<u>Western</u>	<u>Midwest</u>	<u>Southeastern</u>
Alberta	Connecticut	Alaska *	Illinois	Alabama
British Columbia	Delaware	Arizona	Indiana	Arkansas
Manitoba	District of Columbia *	California	Iowa	Florida
New Brunswick	Maine	Colorado	Kansas	Georgia
Newfoundland/Labrador	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

Agreement Procedures Committee Composition

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



Legends	
Pink	Northeast Region
Green	Southeast Region
Purple	Midwest Region
Blue	Western Region
Yellow	Canadian Region

Chapter 4

APC Appointments

When a vacancy in the Chair position occurs on any committee, a recommendation for a new chairperson is determined by that particular committee and submitted to the IFTA, Inc. Board for approval. If agreed, the President will subsequently formalize the appointment.

In the context of the Agreement Procedures Committee, the Chair will select the APC members, subject to the approval of the Board. Members of the APC will choose a First Vice-Chair (and a second Vice-Chair when applicable), subject to Board approval.

The APC, with Board approval, may establish:

- the number of committee members
- the number of representatives from each of the five geographic regions (as outlined in Appendix A of the IFTA, Inc. Bylaws), and
- the number of at-large members.

If a vacancy occurs within a geographic region, the Chair will first attempt to solicit representatives from the vacant region. If the Chair is unable to locate a representative from the vacant region, the position will then be opened as an at-large vacancy that can be filled by a representative from any geographic region.

In addition to the eleven members of the APC, one or more members of the Board are assigned as Board Liaisons to help and advise the committee on assignments and interpretations.

Term Limits

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 a minimum of one two-year term.

Chapter 5

Responsibilities & Activities

The APC's main responsibilities are to review the Articles of Agreement and the Procedures Manual to recommend changes or improvements. The committee may also be 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 Chair will assign the committee member to a topic.
 - Travel expenses may be paid for one committee meeting each year with prior approval by the Board.
- 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 Chair, or designee, and will be posted on the IFTA, Inc. website for membership review.
 - While the committee may provide comment, they do not have voting authority and therefore not able to endorse or oppose ballots.
- 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 Chair who will assign a subcommittee to review. The subcommittee will present its recommendations to the full APC for comment or changes.
- Develop ballot proposals and Board interpretations 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 may 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 Chair of the committee will canvas the entire region for volunteers when an opening occurs. They will also maintain a list of potential committee members.
 - Committee members may recommend other individuals within the IFTA community to the Chair as a consideration to the committee.
 - If interested in participating on the APC, individuals from the IFTA community may submit a completed 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.

Chapter 6

Website

The Agreement Procedures Committee has a special webpage on the IFTA, Inc. website to communicate with the members of the committee. This page allows members to post comments on the message board and to exchange information efficiently with the other APC members.

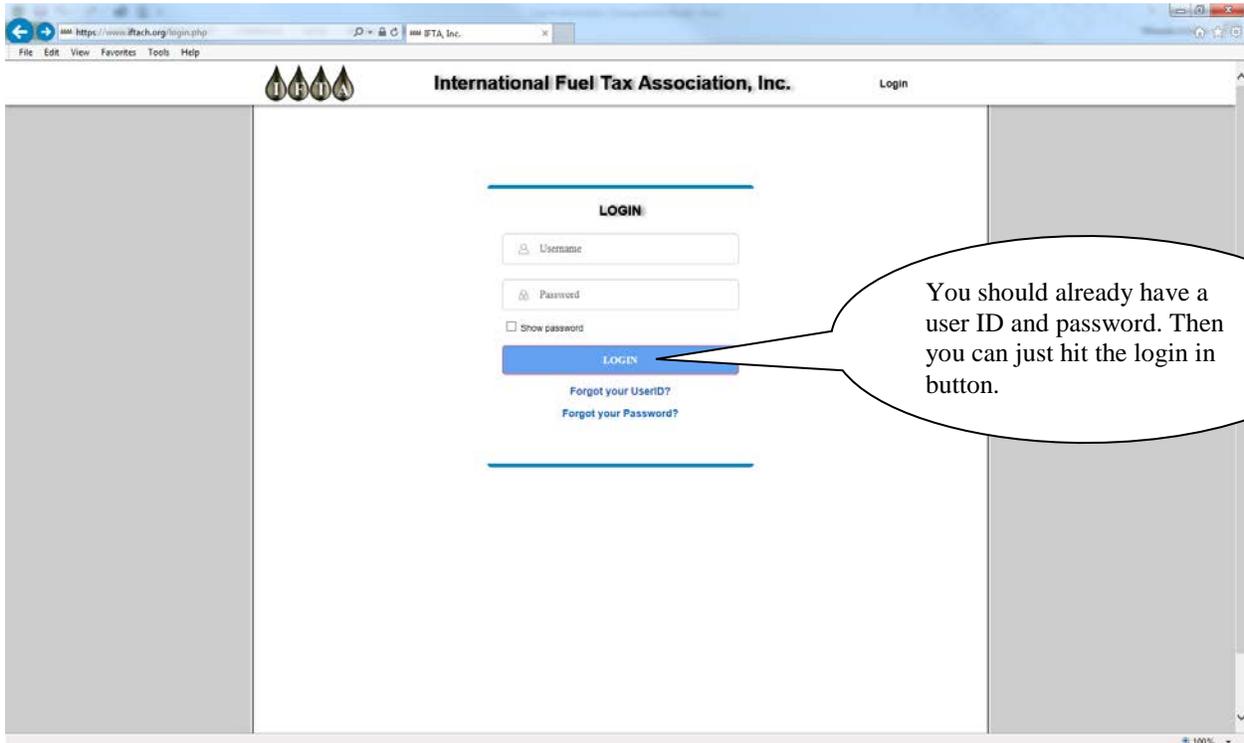
An e-mail is sent to the members to notify them of a current posting of information to the webpage. If a response is required, an email will be sent to the originator when the committee member has replied.

Following are the steps that must be followed in order 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.

Note: 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.



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.

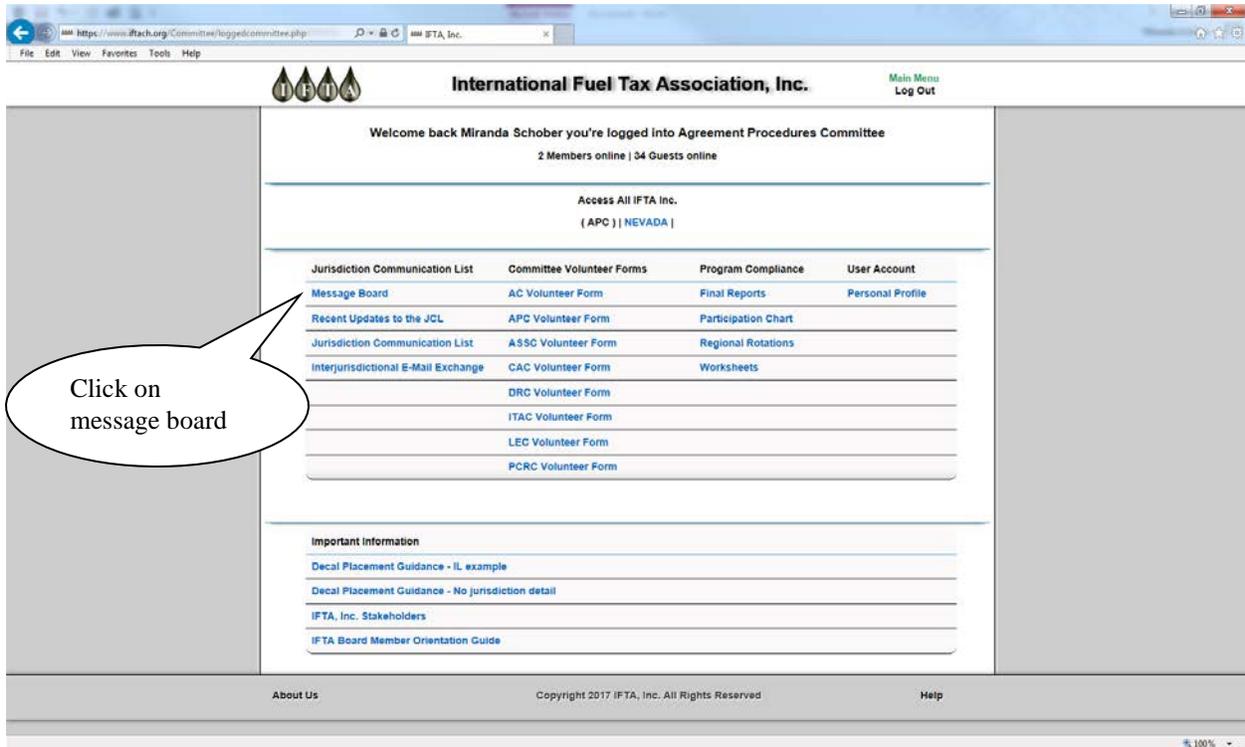
1. Jurisdiction Communication - provides four areas for you to view: changes to the communication list, jurisdiction communication list, jurisdiction e-mail listing, and a message board.
2. Program Compliance – provides access to compliance reviews completed as well as the opportunity to become a participant 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. At the top, there is a navigation bar with the IFTA logo and the text "International Fuel Tax Association, Inc." and "Main Menu Log Out". Below this, a welcome message reads "Welcome back Miranda Schober you're logged into NEVADA on LEVEL4" and "1 Member online | 24 Guests online". A callout bubble points to the "APC | NEVADA" link in the navigation area. The main content area features a table of reports and a grid of navigation links.

Reports	Last Updated	Needs to be updated?
Annual Report	2/22/17	Yes
General Report	3/22/17	Yes
Audit Report	3/22/17	Yes
Biodiesel Information	3/22/17	Yes
Vehicle Exemptions	3/22/17	Yes
Fuel Exemptions	3/22/17	Yes
Distance Exemptions	8/17/17	Yes
Other Exemptions	3/22/17	Yes
Tax Rates		

Jurisdiction Communication	Committee Volunteer Forms	Program Compliance	User Account
Message Board	AC Volunteer Form	Final Reports	Personal Profile
Recent Updates to the JCL	APC Volunteer Form	Participation Chart	
Edit General Information	ASSC Volunteer Form	2017 Reviews by Month	
Edit Mailing Addresses	CAC Volunteer Form	Regional Rotations	
Printable view only list	DRC Volunteer Form	Worksheets	
Printable view addresses only list	ITAC Volunteer Form	Review Guide/Worksheets	
Jurisdiction Communication List	LEC Volunteer Form		

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 and the Board Liaisons are notified. This is an effective way for the committee to stay in touch and share information.



The screenshot shows the IFTA website interface. At the top, there is a navigation bar with the IFTA logo and the text "International Fuel Tax Association, Inc." and "Main Menu Log Out". Below this, a welcome message reads "Welcome back Miranda Schober you're logged into Agreement Procedures Committee" and "2 Members online | 34 Guests online". A section titled "Access All IFTA Inc. (APC) | NEVADA |" is followed by a grid of links. A callout bubble points to the "Message Board" link in the first column of the grid. Below the grid is an "Important Information" section with several links. The footer contains "About Us", "Copyright 2017 IFTA, Inc. All Rights Reserved", and "Help".

Jurisdiction Communication List	Committee Volunteer Forms	Program Compliance	User Account
Message Board	AC Volunteer Form	Final Reports	Personal Profile
Recent Updates to the JCL	APC Volunteer Form	Participation Chart	
Jurisdiction Communication List	ASSC Volunteer Form	Regional Rotations	
Interjurisdictional E-Mail Exchange	CAC Volunteer Form	Worksheets	
	DRC Volunteer Form		
	ITAC Volunteer Form		
	LEC Volunteer Form		
	PCRC Volunteer Form		

Important Information

- [Decal Placement Guidance - IL example](#)
- [Decal Placement Guidance - No jurisdiction detail](#)
- [IFTA, Inc. Stakeholders](#)
- [IFTA Board Member Orientation Guide](#)

100%

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

International Fuel Tax Association, Inc. Main Menu Log Out

Message Board

Who's Online

Miranda Schober

[Add Forum](#) | [Private Messages](#) | [Options](#) | [Search](#) | [How to Upload Files](#) | [Help](#) | [Refresh](#)

Forum	Subjects	Views	Messages	Last Post
New Committee Members	1	56	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	77	3	2012-11-07 07:59:33 By Trina Kluever Pauli
APC Vice Chair	1	75	2	2010-12-17 07:30:52 By Pamela Marshall
2010 Workshop Critiques	1	38	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	295	1	2010-04-20 11:35:47 By Tom King
The New Exemption Database	1	72	9	2009-02-25 10:12:21 By Pamela Marshall
Minutes Not Approved	1	19	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 Ghyslain

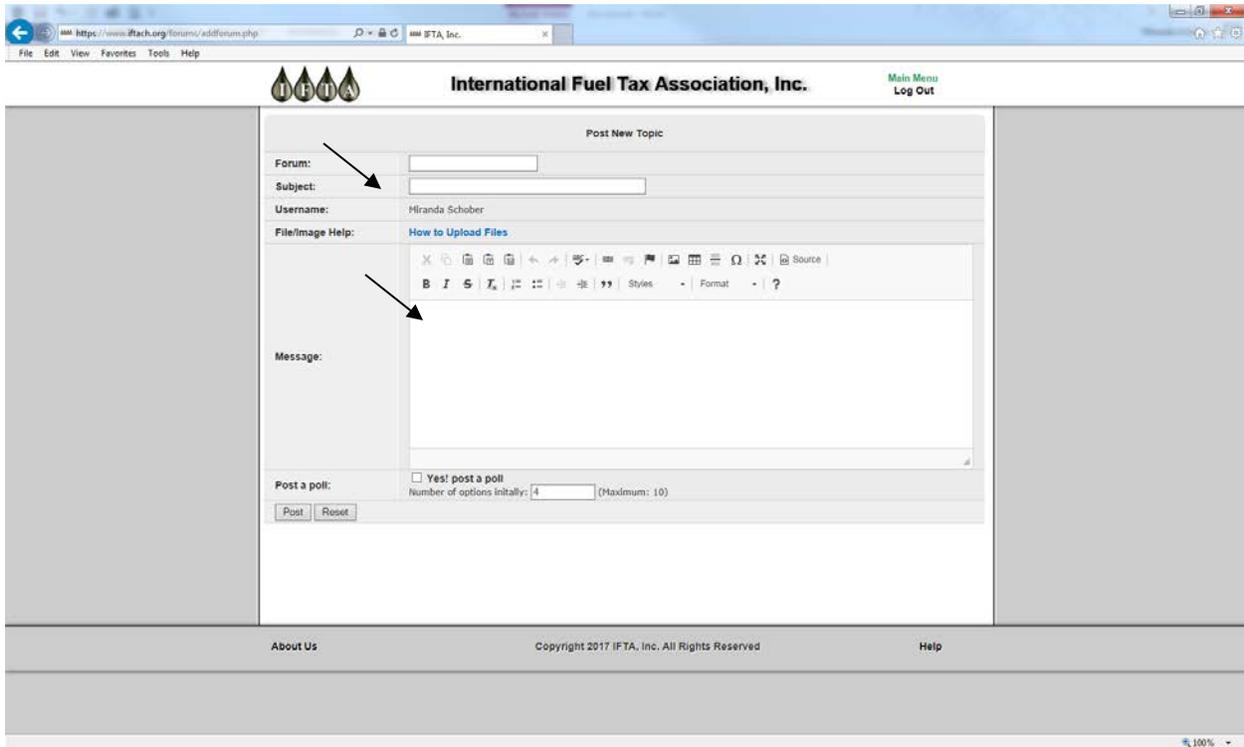
1 | 2 | [Next](#) | [Reload](#)

About Us Copyright 2017 IFTA, Inc. All Rights Reserved Help

The following screen will come up. Enter the forum name and subject, and then enter the message to be sent.

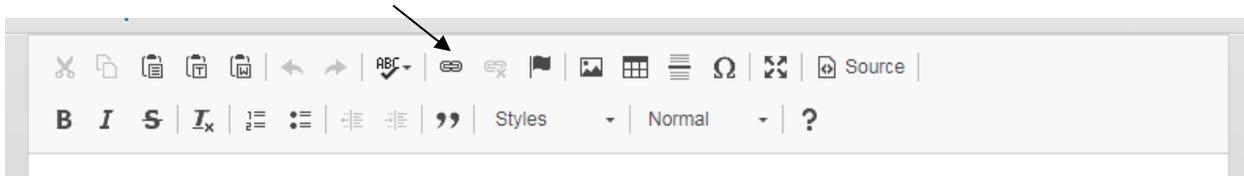
If you have a file to attach, click on the browse button, find the file you would like to upload and click on it. This is the same as adding an attachment.

When you have completed the information post, a message is sent to each member of the committee advising them that a message has been posted to the message board.

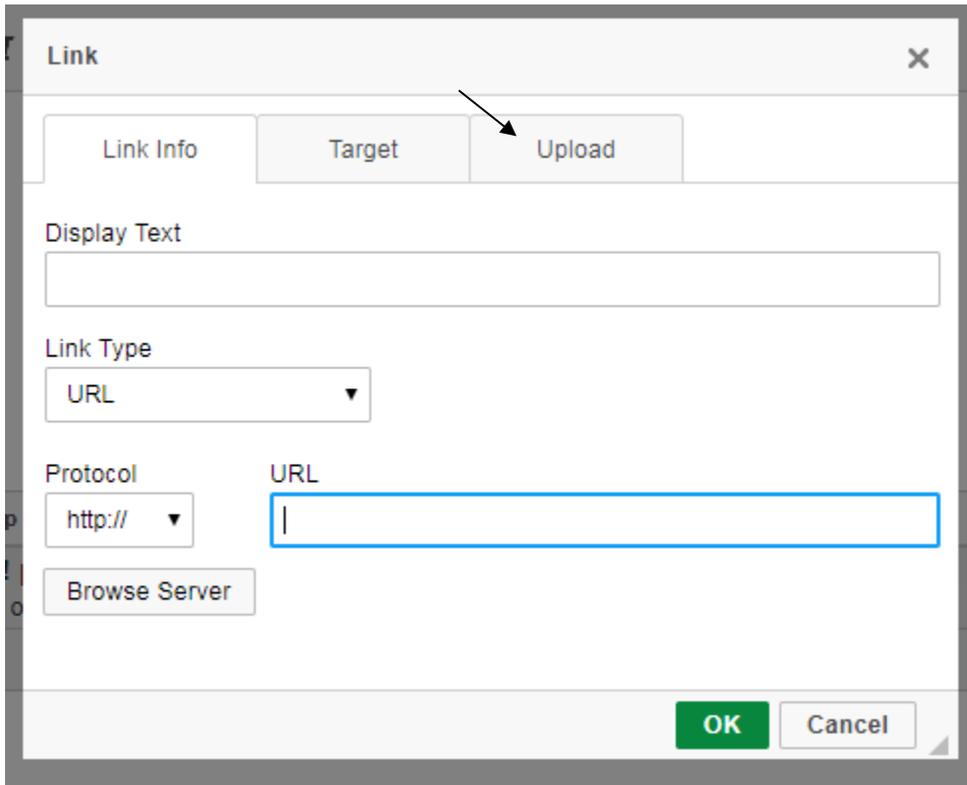


If you have a file to attach follow the instructions listed below. This is the same as adding an attachment.

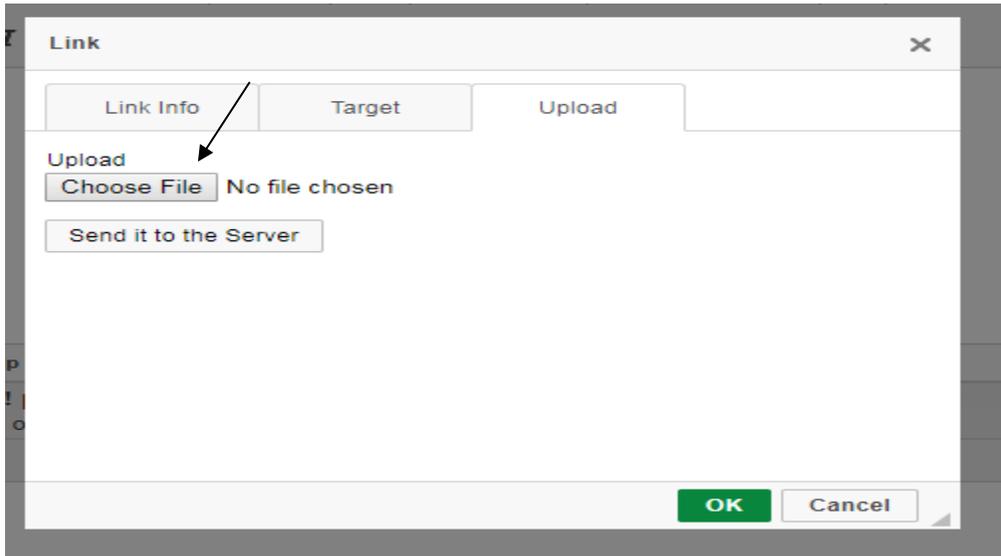
To add an attachment click on the “link icon”



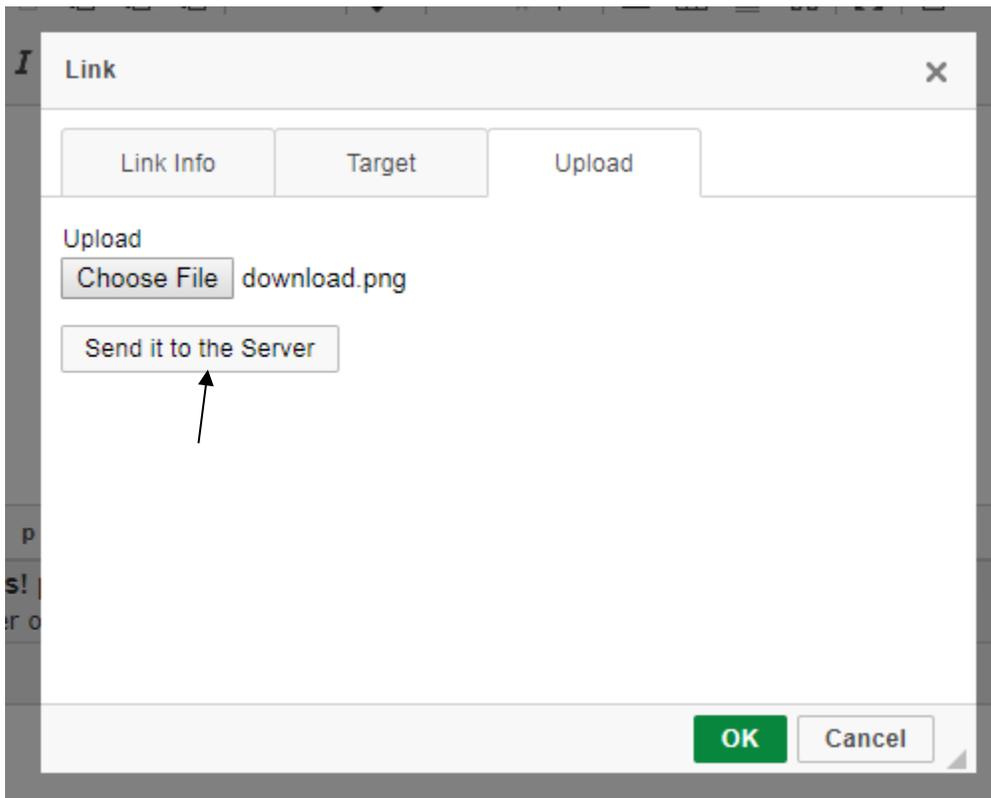
The following pop-up will appear, click on “Upload”



Then click on “Choose File” and locate the item that you wish to attach from your computer.

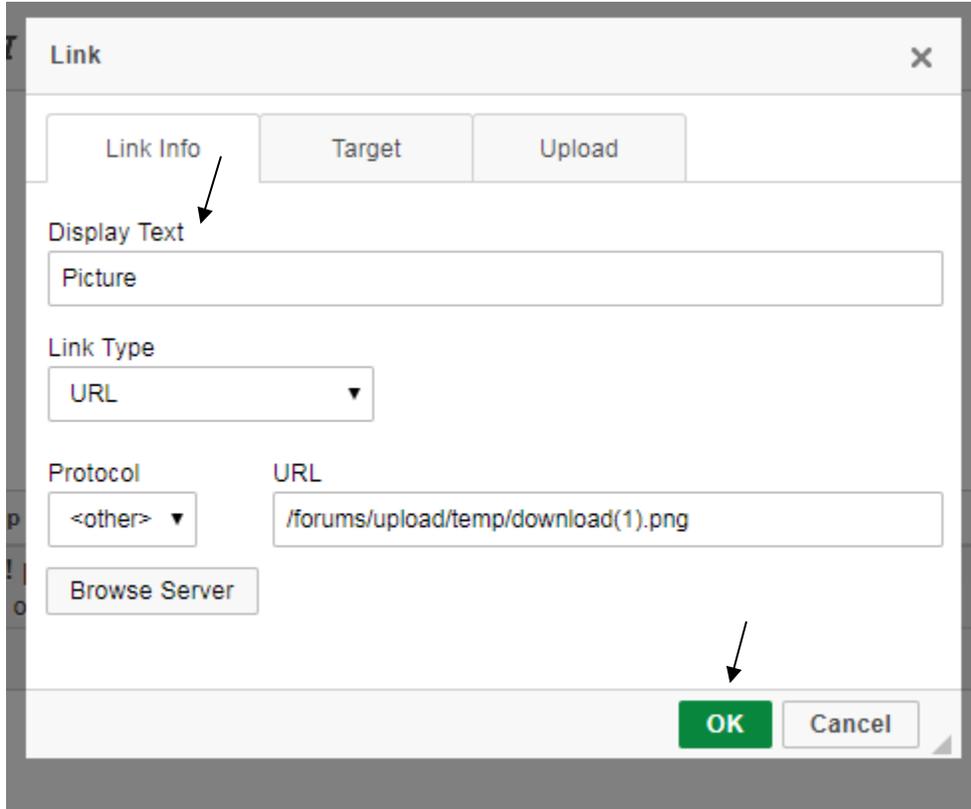


Once file has been chosen click on the “Send it to the Server” button, and be patient as your file is now being sent to the IFTA, Inc. server. The time it takes to upload will vary depending on how large of a file you’re sending to us.



Now you can name your link. In the area where it says “Display Text” type in the name of what you want the link to be. When your file has arrived to the IFTA, Inc. server the link dialog box will then display the file’s location by populating the URL text box. You’ll want to hit the green button that says “OK”.

Note: The button that says Browse Server doesn’t work as it has been disabled for various reasons.



When you have completed the information post click on the “Post” button, a message is sent to each member of the committee advising them that a message has been posted to the message board.

