

**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)
CLEARINGHOUSE ADVISORY COMMITTEE
CHARTER**

(Approved February 2015)

- I. **NAME:** The name of this committee shall be the IFTA Clearinghouse Advisory Committee (CAC).
- II. **AUTHORITY AND PURPOSE:** The CAC is established by the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board) to provide technical guidance as well as recommendations from users regarding structure and components of the IFTA, Inc. Clearinghouse (Clearinghouse) established by the IFTA Articles of Agreement, Section R2110. It is anticipated that the CAC will work to enhance membership in and use of the Clearinghouse in the administration of the IFTA.
- III. **COMMITTEE RESPONSIBILITIES:** The CAC has the responsibility of advising the Board and the Executive Director of IFTA, Inc. of business rules for the operation of the Clearinghouse including consistency of submitted data, timeliness of the data, type of data allowed or required to be submitted. The CAC helps to ensure that the Clearinghouse operates within the IFTA requirements and that members find the data usable and accessible. The CAC is also responsible for suggesting enhancements to the Clearinghouse. Additionally, the CAC is responsible for:
- A. serving as a technical source for membership;
 - B. in the discharge of its responsibilities, seeking input from other committees formed pursuant to the IFTA,
 - C. maintaining a committee member rotation chart,
 - D. reviewing and commenting on ballot proposals,
 - E. reviewing and preparing responses for consensus board interpretation drafts referred to it by the Board,
 - F. developing ballot proposals and Board interpretation requests
 - G. recruiting members and maintaining a list of potential committee members, and
 - H. making recommendations to the Board to fill committee vacancies,
 - I. maintaining the IFTA Best Practices Administrative Guide, and
 - J. maintaining a New Members Guide.
- IV. **MEMBERSHIP:**
- A. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair of the CAC shall be appointed by the president of IFTA, Inc., with the approval of the Board. A recommendation for appointment will be submitted by the CAC. The chair will be a voting member of the CAC 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 the approval of the Board.
 - C. The members of the CAC will select a vice-chair subject to the approval of the Board.
 - D. The CAC, 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. Membership on the CAC should include representatives using the different IFTA processing systems including in-house systems. The membership may include a non-participating Clearinghouse IFTA jurisdiction representative.
 - E. The past chair of the CAC may serve as an ex-officio member of the CAC for two (2) years, and shall be a non-voting member.

V. TERM LIMITS

- A. CAC members may serve no more than three (3) complete two-year consecutive terms.
- B. A CAC member's term shall be from January 1st through December 31st.
- C. A CAC member shall serve no more than one complete two-year term as chair.
- D. A CAC member shall serve no more than one complete two-year term as vice-chair.
- E. The term limit of a CAC 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 CAC if a complete two-year term has passed following that committee member's previous service.

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

VII. VACANCIES:

- A. The CAC chair shall select a replacement for a vacancy occurring on the CAC, 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 CAC 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. CHARTER AMENDMENT: Amendments to this charter may be submitted to IFTA, Inc. by any member of the CAC. IFTA, Inc. shall circulate the proposed charter amendments to the members of the CAC. The CAC may recommend to the Board amendments to this charter. The proposed amendments will be considered by the Board.