

**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)  
DISPUTE RESOLUTION COMMITTEE  
CHARTER**

(Approved February 2015)

**NAME:** The name of this committee shall be the IFTA Dispute Resolution Committee (DRC).

**I. AUTHORITY AND PURPOSE:** The DRC is established by the IFTA Articles of Agreement pursuant to Article R1810.200.060. The purpose of the DRC is to facilitate dispute resolution in a fair, impartial, efficient and expeditious manner.

**II. COMMITTEE RESPONSIBILITIES:** The DRC has the following responsibilities:

- A.** in the discharge of its responsibilities, seeking input from other committees formed pursuant to the IFTA,
- B.** facilitating resolution of disputes between member jurisdictions, and between member jurisdictions and licensees;
- C.** reviewing IFTA's Dispute Resolution Process and procedures and recommending changes to the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board), as necessary;
- D.** maintaining a committee member rotation chart;
- E.** recruiting members and maintaining a list of potential committee members;
- F.** making recommendations to the Board to fill committee vacancies.

**III. MEMBERSHIP:**

- A.** In accordance with Article Six of the IFTA, Inc. Bylaws, the chair of the DRC shall be appointed by the president of IFTA, Inc., with the approval of the Board. The chair will be a voting member of the DRC 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 twelve committee members subject to the approval of the Board.
- C.** The chair shall select two committee members from each of the five (5) geographic regions of the IFTA, Inc. Bylaws. Each committee member must be a jurisdiction IFTA commissioner or assistant commissioner.
- D.** The chair shall select two (2) industry advisors to participate as non-voting members of the DRC. Such selections will be made after recommendation by the Industry Advisory Committee (IAC). These industry advisors will participate in the dispute resolution hearing process but will not participate in the DRC's deliberations to render a decision.
- E.** The members of the DRC will select a vice-chair subject to the approval of the Board.
- F.** The past chair of the DRC may serve as an ex-officio member of the DRC for two (2) years, and shall be a non-voting member.

**IV. TERM LIMITS**

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

- V. **QUORUM:** Seven (7) voting members shall constitute a quorum of the DRC to conduct business. A vote of a majority of a quorum will constitute an action of the DRC, except for the issuance of findings pursuant to the Dispute Resolution Process.
- VI. **VACANCIES:**
- A. The DRC chair shall select a replacement for a vacancy occurring on the DRC, subject to the approval of the Board. A DRC member elected to fill a vacancy shall serve the unexpired term of his or her predecessor.
- B. 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.
- VII. **CHARTER AMENDMENT:** Amendments to this charter may be submitted to IFTA, Inc. by any member of the DRC. IFTA, Inc. shall circulate the proposed charter amendments to the members of the DRC. The DRC may recommend to the Board amendments to this charter. The proposed amendments will be considered by the Board.
- VIII. **RECUSAL:** A DRC member from a jurisdiction that is a party to a dispute will be excused from participation to avoid a conflict of interest. A DRC member must inform the chair of any other potential conflict of interest. The DRC chair will then determine whether or not the committee member will be excused. If the DRC chair has a conflict of interest, then the DRC vice chair must be notified and will make a final determination.