



**INTERNATIONAL FUEL TAX AGREEMENT (IFTA)
INDUSTRY ADVISORY COMMITTEE**

CHARTER

(Approved August 27, 2021)

I. NAME:

The name of this committee will be the International Fuel Tax Agreement (IFTA) Industry Advisory Committee (IAC).

II. AUTHORITY AND PURPOSE:

The IAC is established by the IFTA Articles of Agreement pursuant to Article R1810.200.030. The IAC is a formal mechanism through which representatives of the motor carrier industry can present to the IFTA membership and the International Fuel Tax Association, Inc. (IFTA, Inc.), industry concerns, interests, and recommendations regarding IFTA and IFTA, Inc., programs, functions, policies, and procedures.

III. COMMITTEE RESPONSIBILITIES:

The IAC has the responsibility of advising the IFTA, Inc., Board of Trustees (Board) and the other Committees formed pursuant to the IFTA Articles of Agreement, as well as such other responsibilities as may be assigned by the Board.

IV. MEMBERSHIP:

The IAC will consist of members, representing a cross section of the motor carrier and allied industries. The IAC, with approval of the Board, may establish the number of committee members.

The Committee membership will elect a Chair and a Vice-Chair, who will, with six (6) additional IAC members elected in like fashion, form a Steering Committee that will represent the views of the IAC to the Board. The Chair and Vice-Chair will serve concurrent two-year terms, and neither may serve more than three successive terms in either position. The past Chair of the IAC may serve as an ex-officio member of the IAC for two (2) years and shall be a non-voting member. In the event of a vacancy in the position of Chair, the Vice-Chair will act as Chair until the IAC, at its next regularly scheduled meeting, fills the vacancy by election. In the event of a vacancy on the Steering Committee, the Chair will appoint an acting Steering Committee member until the IAC, at its next regularly scheduled meeting, fills the vacancy by election. The Board

may appoint one or more of its own members to act as liaison between the IAC and the Board.

Members will serve a term of one year but will not be limited in the number of consecutive terms they may serve. For the selection of IAC members, IFTA, Inc., will annually solicit indications of interest in serving on the IAC from representatives of motor carriers, motor carrier associations, and allied industries. From among those indicating such interest, and the willingness and ability to attend IAC meetings, the Steering Committee, with the advice of members of the Board, will submit a proposed roster of IAC members to the Board. IAC members will be selected on the basis of their knowledge of and experience with IFTA or their ability to represent their segment of the motor carrier industry, an allied industry, or the motor carrier industry as a whole with respect to issues concerning IFTA. At its annual fourth-quarter meeting, or at a special meeting, the Board will approve the IAC membership for the following year.

V. MEETINGS:

The IAC will meet at least twice a year, once annually in conjunction with the IFTA Audit Workshop and once in conjunction the IFTA Annual Business meeting. The IAC may meet at such other times and locations as may be determined by the Steering Committee.

The Steering Committee will notify the members of the IAC of the time and place of a IAC meeting at least thirty days before the meeting.

The presence of half the members of the IAC will constitute a quorum for meetings of the IAC. An official action of the IAC will require a majority vote of the members of the IAC present at a meeting.

The Chair will preside at all IAC meetings. In the absence of the Chair, the Vice-Chair will preside. In the absence of both these officers, a member of the Steering Committee will preside.

The meetings of the IAC will be open to all industry representatives for purposes of taxpayer discussion. Industry representatives who are not members of the IAC will be allowed to participate fully in IAC discussions, but will not be entitled to vote. IFTA Board members and IFTA, Inc., staff are encouraged to attend IAC meetings.

The Steering Committee will be responsible for the agenda of business for each meeting. The agenda will give priority to business concerning IFTA. When and if, during an IAC meeting, the IAC discusses issues other than issues pertaining to IFTA and fuel taxation, the IAC will not be acting under the auspices of IFTA or IFTA, Inc., and this will be reflected in the minutes of any such meeting.

A member of the Steering Committee will be responsible for producing minutes of each meeting of the IAC, which will be circulated to the members of the IAC within thirty days following each meeting and which will be open to public inspection at the office of IFTA, Inc.

Pursuant to its deliberations, the IAC will from time to time make resolutions, take positions, or otherwise express its recommendations on matters of policy affecting IFTA. The formal determinations of the IAC will be reflected in the minutes and may, as appropriate, be submitted to IFTA, Inc., to the Board, to other IFTA Committees, or to the IFTA membership for their consideration.

If, at a time when the IAC is not scheduled to meet, or cannot meet, the Board calls on the IAC for advice, or an emergent situation demands an industry position, the Steering Committee may poll IAC members by any appropriate means in order to obtain a sense of the IAC on the issue at hand. The IAC membership shall be promptly notified by the Steering Committee of the advice given or position taken pursuant to such a poll.

VI. CHARTER AMENDMENTS:

Amendments to this Charter may be submitted to IFTA, Inc. by any member of the IAC. IFTA, Inc. shall circulate the proposed Charter amendments to the members of the IAC. The IAC may recommend to the Board amendments to this Charter. The proposed amendments will be considered by the Board.