

# INTERNATIONAL FUEL TAX AGREEMENT (IFTA) AGREEMENT PROCEDURES COMMITTEE CHARTER

(September 2015)

- I. **NAME:** The name of this committee shall be the IFTA Agreement Procedures Committee (APC).
- II. **AUTHORITY AND PURPOSE:** The APC is established by the IFTA Articles of Agreement pursuant to Article R1810.200.010. The purpose of the APC is to maintain the IFTA Articles of Agreement, the IFTA Procedures Manual, and to complete other responsibilities assigned to it by the International Fuel Tax Association, Inc. (IFTA, Inc.) Board of Trustees (Board).
- III. **COMMITTEE RESPONSIBILITIES:** The APC has the following responsibilities:
  - A. planning and participating in the annual Managers/Law Enforcement Workshop,
  - B. reviewing the IFTA Articles of Agreement, the IFTA Procedures Manual and making recommendations for changes as needed.
  - C. reviewing and commenting on ballot proposals,
  - D. reviewing and preparing responses for consensus board interpretation drafts referred to it by the Board,
  - E. developing ballot proposals and Board interpretation requests,
  - F. maintaining a committee member rotation chart,
  - G. recruiting members and maintaining a list of potential committee members,
  - H. making recommendations to the Board to fill committee vacancies; and
  - I. maintaining the IFTA Best Practices Administrative Guide.
- IV. **MEMBERSHIP:**
  - A. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair of the APC shall be appointed by the president of IFTA, Inc., with the approval of the Board. A recommendation for appointment will be submitted by the APC.
  - B. In accordance with Article Six of the IFTA, Inc. Bylaws, the chair shall select the committee members subject to approval by the Board.
  - C. The members of the APC will select a vice-chair subject to the approval of the Board.

- D. The APC, 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 that will serve as members of the APC.
- E. The past chair of the APC may serve as an ex-officio member of the APC for two (2) years, and shall be a non-voting member.

**V. TERM LIMITS:**

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

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

**VII. QUORUM:** Seven (7) voting members shall constitute a quorum of the APC to conduct business. A vote of the majority of a quorum will constitute an action of the APC.

**VIII. VACANCIES:**

- A. The APC chair shall select a replacement for a vacancy occurring on the APC, subject to the approval of the Board. An APC member selected 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 APC shall select a new vice-chair as set forth in Section IV.C. Both the new chair and the 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.

- IX. CHARTER AMENDMENT:** Amendments to this charter may be submitted to IFTA, Inc. by a member of the APC. IFTA, Inc. shall circulate the proposed charter amendments to the members of the APC. The APC may recommend to the Board amendments to this charter. The proposed amendments will be considered by the Board.