MTAC CHARTER

I. PURPOSE

The *Postmaster General's Mailers' Technical Advisory Committee* (MTAC) is a venue for the United States Postal Service ("Postal Service") to share technical information with mailers, and to receive their advice and recommendations on matters concerning mail-related products and services, in order to enhance customer value and expand the use of these products and services for the mutual benefit of Mailing Industry stakeholders and the Postal Service.

II. CONTACT INFORMATION

Mailing Address: MTAC Program Manager
                    Consumer & Industry Affairs
                    US Postal Service
                    475 L'Enfant Plz SW
                    Washington DC 20260-5600

Email Address: MTAC@USPS.GOV

Web Site: https://ribbs.usps.gov/MTAC

III. INDUSTRY MEMBERSHIP

MTAC membership is open to mailer associations and other associations/organizations related to the mailing industry. Approval for membership is at the sole discretion of the MTAC Executive Committee. (See Section IX of this Charter.) A list of current member associations/organizations and corresponding association executives and representatives is posted at https://ribbs.usps.gov/MTAC and updated on a quarterly basis. Collectively, MTAC's member associations/organizations should reflect the mailing community in terms of:

- Classes and categories of mail used;
- Major industries that depend on mail service, and
- Organizations having significant or unique mailing needs.

IV. MEETINGS

Full MTAC meetings are held quarterly on a Calendar Year basis, and/or at the call of MTAC's Postal Service Co-Chair, at locations mutually convenient to the Postal Service and MTAC member associations/organizations. MTAC meetings are held at US Postal Service headquarters in Washington, DC. Meetings of MTAC member associations/organizations' executives and representatives may not be construed as official MTAC meetings unless an authorized representative of the Postal Service is in attendance and the Postal Service Co-Chair has approved it.

Quarterly meeting agendas will be provided to the MTAC association executives and representatives and posted at https://ribbs.usps.gov/MTAC prior to each meeting. Notes will be kept of all MTAC proceedings, and will contain a description of the matters discussed, any conclusions reached, and items designated for further action. MTAC meeting notes, authorized presentation materials, and any reports received, issued, or approved by the MTAC Executive Committee, will be posted at https://ribbs.usps.gov/MTAC no later than two weeks after each quarterly meeting. Notes will be subject to review by the MTAC Leadership Committee prior to posting.

V.   REPRESENTATIVES OF MEMBER ORGANIZATIONS

Each MTAC member association/organization will nominate up to three (3) representatives for MTAC Executive Committee approval. To the greatest extent possible, an MTAC association/organization's nominees should be representative of the size, geographic location, classes of mail used, and nature of its underlying membership. Each nominee must be an official of his or her respective company or mailing industry entity, and the company/entity must belong to the MTAC member association/organization. *Paid staff members of the MTAC member association/organization are not eligible to serve as MTAC representatives.*

The Executive Committee may consider the foregoing factors, and such other factors as it deems relevant and significant, in deciding whether to approve, remove, or reject for membership any existing or nominated representative. Any representative approved by the Executive Committee shall serve only until: (a) the representative resigns his or her role as representative, or (b) the representative's MTAC member association/organization replaces the representative, or (c) the Executive Committee determines, in its sole discretion, to remove such representative from service. The criteria for removal are set forth in Section XI.

VI.   ASSOCIATION EXECUTIVE OR KEY CONTACT

Each MTAC member association/organization will designate an executive from its staff to act as its official association executive/key contact person/liaison with MTAC. The association executive/key contact person will:
- nominate the member association/organization's representatives,
- provide support to those representatives in communicating with the membership of the association/organization, and
- ensure the regular attendance, reporting, and participation of the member association/organization's member representatives

Because member associations/organizations nominate representatives to attend MTAC meetings on their behalf, association executives/key contact persons are not required to attend quarterly MTAC meetings. However, they are always welcome to attend if they so choose. They may also attend and participate in MTAC Work Group/Task Team/User Group meetings.

VII.   LEADERSHIP

Postal Service Chairs: The Vice President, Consumer & Industry Affairs, serves as the MTAC Co-Chair for the Postal Service. At their discretion, the Postmaster General and/or Deputy Postmaster General may choose to appoint another postal Officer to fulfill the MTAC Co-Chair role. The postal Co-Chair appoints two postal Vice-Chairs and an MTAC Program Manager from the Postal Service, all of whom serve on the Executive Committee along with the postal Co-Chair and the industry leaders identified below.

Industry Chairs: The industry Co-Chair and Vice-Chair are elected from among current MTAC industry representatives. They each serve a two-year term in those roles beginning in January of even-numbered years.

At the end of their two-year terms:
- The Co-Chair becomes the immediate past industry Chair, and serves in that role for another two-year term, and
- The Vice-Chair automatically succeeds the Co-Chair and serves a two-year term in that role.

In odd-numbered years, an election is held to elect the next industry Vice-Chair, who begins serving in that role the following January (even-numbered year).

To prepare for the election of the next industry Vice-Chair, in January of odd-numbered years, the current industry Co-Chair will ask the immediate past industry Chair to assemble and chair a nomination committee comprised of past Industry Co-Chairs to develop a list of potential nominees. By no later than April of each odd-numbered year, the nominating committee chair (past industry Co-Chair) will then provide the list of nominees to the postal Co-Chair, who takes the names of the proposed candidates to senior postal management for their consideration. The postal Co-Chair will advise the nominating committee Chair which nominees are acceptable to the Postal Service. The nominating committee will create the slate of nominees which are announced at the second quarterly MTAC business meeting of the odd-numbered calendar year. The full industry membership of MTAC – both association executives and representatives – is entitled to participate in the election of a new industry Vice-Chair at the third quarterly meeting of the odd-numbered calendar year. The candidate receiving the greatest number of votes will be elected Vice-Chair. Only one vote per individual is permitted, even if an individual represents more than one MTAC Association.

The successful candidate serves his or her four-year term – two years each as industry Vice-Chair and industry Co-Chair, respectively – as an officer of MTAC, not as a representative of his/her sponsoring association/organization. Therefore, the affected association may nominate another representative to take the place of the successful candidate for the duration of his or her service in those roles. At the end of the four-year term of office, the industry Co-Chair becomes, at his/her own discretion, an ex-officio member of MTAC and continuing advisor to the Leadership Committee and the Executive Committee.

Treasurer: The industry Vice-Chair serves as treasurer at the pleasure of the postal Co-Chair and the industry Co-Chair. When Annual Dues are collected, as set forth in Section XIII, the Treasurer will be responsible for tracking payment of dues, disbursing of funds for MTAC expenses, and providing quarterly financial reports as part of the record of each quarterly MTAC meeting.

MTAC Program Manager: The postal Co-Chair appoints the MTAC Program Manager, who provides administrative and program support for MTAC meetings and functions, and serves as Secretary of the MTAC Executive Committee.

VIII.   MTAC EXECUTIVE COMMITTEE

The Executive Committee consists of the following voting members:
- The Postal Service Co-Chair;
- Two (2) Postal Service Vice-Chairs;
- The industry Co-Chair;
- The industry Vice-Chair;
- The immediate past industry Co-Chair, and
- The MTAC Program Manager (Postal Service)

The Executive Committee convenes by phone or in person at least once a month to discuss MTAC-related matters. The Executive Committee may conduct business at any time and location, and through any means of mutual communication deemed necessary and appropriate by the Co-Chairs. The Executive Committee acts on:
- Membership issues;
- Proposed MTAC meeting dates, and
- Proposed changes in policy, procedures, and functions of the full committee.

The Executive Committee oversees the activities of the Leadership Committee and determines the need for any changes in Leadership Committee make-up, process and/or structure. In the event an industry member of the Executive Committee or Leadership Committee is unable or unwilling to complete his/her established term of office, the Executive Committee may select an interim replacement and, if it is deemed necessary, may call for a special election.

All actions and decisions of the Executive Committee shall be determined by majority vote of its members. No vote shall be taken without a quorum. A quorum shall exist if there are three (3) or more Postal Service Committee members and two (2) or more industry Committee members present and participating in the vote.

IX. ADDITION AND RELEASE OF MEMBERS

The Executive Committee is responsible for approving additions to and release from MTAC membership. MTAC membership is open to mailer associations and other associations/organizations related to the mailing industry. Approval for membership is at the sole discretion of the MTAC Executive Committee. (See Section III of this Charter.)

Addition

In considering new member associations/organizations, the Executive Committee determines, in its sole discretion, whether a proposed new member:

- Represents a significant part of the industry not currently well represented by current members; or
- Represents mailers who use classes of mail not used by current members; or
- Represents mailers with unique or special needs, requirements, or problems not well represented by current members; and
- Is likely to be a valuable, active member of MTAC.

MTAC membership criteria call for a prospective new member association/organization to in some way provide a different perspective than those provided by current members, and to be a potential source of significant new information, advice, and recommendations on matters concerning mail-related products and services. Prospective member associations/organizations must meet all membership goals and criteria as determined by the Executive Committee in its sole discretion.

Release

The Executive Committee may release from membership an MTAC member association/organization due to occurrence of any of the following:

- Dissolution of the association/organization;
- Member association/organization's voluntary request for removal;
- Failure of the association/organization to appoint a representative(s) to MTAC;
- Failure of the association/organization's appointed representative(s) to attend MTAC meetings on a regular basis;
- Nonpayment of member's dues after two notices; or
- Such other criteria or factors as the Executive Committee, in its sole discretion, may identify as relevant.

When an association/organization is released from membership, its association executive/key contact and its named representative(s) must discontinue attending MTAC meetings. (See Sections V and VI of this Charter.)

X. LEADERSHIP COMMITTEE

Among the most important functions of MTAC are the issue-focused work groups that are established, chartered and monitored by the MTAC Leadership Committee. The primary responsibility of the Leadership Committee is to manage the process and the activities of issue-focused Work Groups, Task Teams, and User Groups. Guidelines for the formation and practice of these groups are posted on the MTAC page of the RIBBS website at http://ribbs.usps.gov/MTAC.

The Leadership Committee is comprised of the members of the Executive Committee (see Section VII of this Charter); industry Focus Area leaders, who are elected by MTAC member associations' executives and representatives, and Officers of the Postal Service who have been selected by Postal Service senior management on the basis of their functional roles and expertise. This Committee formally meets at least once each quarter in connection with quarterly MTAC meetings, but may meet and work at any time, utilizing any method of communication the Co-Chairs agree is necessary and convenient.

Industry Focus Area leaders on the Leadership Committee are generally elected to represent a particular *product* or *service* category for a two-year term. The industry Vice-Chair will request nominations for these positions from the industry membership by no later than mid-September of odd-numbered years. Elections will be held at MTAC's fall meeting (usually in November), and the first Leadership Committee meeting for newly-elected industry Focus Area leaders will correspond to MTAC's winter meeting (typically in February) in even-numbered years.

Industry Focus Area leaders may serve multiple terms if they are re-elected by the industry membership. However, an industry Focus Area leader who for any reason ceases to be a named representative of an MTAC member association/organization may not continue to serve in an industry Focus Area role. Postal members of the Leadership Committee members serve at the discretion of the Postal Service's senior management.

XI. RESPONSIBILITIES OF REPRESENTATIVES

Each MTAC representative is required to:
- Communicate to his/her association's membership the major topics discussed, issues raised, and information shared in MTAC meetings to his/her association's members;
- Ensure that this information is disseminated to and, if appropriate, acted upon by his/her association's membership, and
- Solicit information and views from his/her association's members in order to provide the Postal Service with technical information, advice and recommendations from that membership; serve as a conduit for member feedback and ideas.

- Regularly attend quarterly MTAC meetings, and participate when appropriate/possible in Work Groups, Task Teams, and User Groups.

The Executive Committee may require the release of an industry representative and ask a member association/organization to replace him/her under certain circumstances, including when the industry representative:

- Misses multiple consecutive meetings;
- In a non-MTAC forum, presents views as representing those of MTAC; this includes making representations to public, private or governmental groups, including but not limited to Postal Regulatory Commission commissioners or staff members;
- Improperly uses his/her position as an MTAC representative to seek action from or influence the actions of postal officials;
- Repeatedly represents his/her employer's interests in MTAC meetings rather than those of the MTAC member association/organization he/she represents, or
- When there exist other criteria or factors involving the representative and/or his/her employer or associated company/organization that the Executive Committee, in its sole discretion, may identify as relevant and significant.

XII.   PARTICIPATION OF NON-MEMBERS

MTAC Membership Assembly/Focus Group discussions

Individuals who are not association executives or representatives of an MTAC member association/organization ("non-members") may attend the MTAC Membership Assembly meeting and/or MTAC Focus Group discussion sessions *only if*:

- A "Participant Form" has been timely submitted to the MTAC Program Manager by a member of the Leadership Committee or an MTAC member association's executive (forms are available at https://ribbs.usps.gov/MTAC); and
- The Executive Committee has reviewed the Participant Form and approved the request, and
- No more than two (2) Participants sponsored by the member association requesting the current Participant have attended a quarterly MTAC meeting during the present calendar year.

MTAC member associations/organizations may sponsor no more than three Participants to attend MTAC meetings in any one calendar year (January – December). Accordingly, MTAC member associations may choose to:

- Sponsor three different Participants at one quarterly MTAC meeting;
- Sponsor two Participants at one quarterly meeting, and one Participant at another, or
- Sponsor a different Participant at each of three quarterly meetings.

The Participant Form requires the sponsor to explain how the sponsored individual's participation will help ensure representation of additional segments of the mailing industry and/or user value chain in MTAC discussions. Both sponsors and proposed Participants are notified of the Executive Committee's decision prior to the meeting in question.

MTAC Work Groups, Task Teams and User Groups

Non-members may participate in Work Groups, Task Teams and User Groups, providing they have been pre-approved by the Executive Committee in its sole discretion. Guidelines for each of these groups – including information on the pre-approval process – can be found on the MTAC page of RIBBS at http://ribbs.usps.gov/MTAC.

XIII. ANNUAL DUES

The Executive Committee determines the annual dues, if any, for member associations/organizations. The funds collected will be used to defray administrative expenses, the cost of meeting refreshments, and other incidental committee expenses at the discretion of the Executive Committee. Membership dues are payable annually in January.

XIV. MTAC AWARD

The Executive Committee, in its discretion, may propose and implement an MTAC Award program.