

CHARTER

I. PURPOSE

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

II. MAILING ADDRESS

United States Postal Service
MTAC Program Manager
Industry Engagement & Outreach
475 L'Enfant Plaza SW Room 4541
Washington DC 20260-5006

III. INDUSTRY MEMBERSHIP

Membership in MTAC is comprised of mailer associations and other associations/organizations related to the mailing industry, approved for membership by the Executive Committee in its sole discretion. Additional associations/organizations may be approved for membership in the sole discretion of the MTAC Executive Committee (See Section IX). A current list of member associations/organizations and corresponding representatives will be published at least quarterly. The member associations/organizations of MTAC, collectively, should reflect the mailing community in terms of:

- classes and categories of mail used,
- major industries that depend on mail service, and
- organizations with significant or unique mailing needs

IV. MEETINGS

Meetings of the full committee are generally held on a quarterly basis each calendar year or at the call of the Postal Service Co-Chair at locations mutually convenient to the MTAC members and the Postal Service. General Session meetings are normally held at US Postal Service headquarters in the Ben Franklin Room (11th floor). Meetings of the membership without a representative of the Postal Service or the approval of the Postal Service Co-Chair may not be construed as official meetings of MTAC.

Minutes will be kept of all proceedings. Minutes will, at a minimum, contain a description of the matters discussed, any conclusions reached, presentation materials, and copies of all reports received, issued, or approved by the Executive Committee. The accuracy of the record must be certified by the Postal Service Co-Chair, Vice-Chair, or other USPS representative present at the meeting. The Postal Service Co-Chair will furnish member association executives, MTAC representatives, and selected USPS officials with all meeting notices, planned agenda and the minutes of each meeting.

V. REPRESENTATIVES OF MEMBER ORGANIZATIONS

Each MTAC member association/organization will nominate two representatives for MTAC Executive Committee approval. The nominees should represent the size, geographic location, classes of mail used, and nature of the member association/organization. They must be officials of their respective companies (or mailing industry organizations). Those companies must belong to the member association or group. Paid staff members of the member association/organization are not eligible to serve as 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 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 the official liaison with the Postal Service and with MTAC. The association executive or key contact person will:

- nominate the member representatives,
- provide support to those representatives in communicating with the membership of the association/organization, and
- ensure regular attendance, reporting, and participation of member representatives

Since the member association/organization nominates representatives to attend MTAC meetings, association executives are not required to attend these meetings. However, they may attend if they choose to do so. They may also attend and participate in MTAC work group meetings.

VII. LEADERSHIP

Postal Service Chairs: The Vice President, Consumer and Industry Affairs, is the MTAC Co-Chair for the Postal Service. S/he appoints two Vice-Chairs from the Postal Service for support and a Program Manager who shall also serve on the Executive Committee.

Industry Chairs: The industry Co-Chair and Vice-Chair are elected from the MTAC industry representatives. They each serve a two-year term beginning in January of even numbered years. In odd numbered years, elections are held for the position of Vice-Chair. At the end of a two-year term, the Vice-Chair automatically succeeds the Co-Chair for another two-year term.

In January of odd numbered years, the industry Co-Chair will appoint a committee made up of past industry chair(s) to develop a list of potential nominees for Vice-Chair when that office is vacated. No later than April of each odd numbered year, the nominating committee will provide the industry Co-Chair with the names of proposed candidates. The industry Co-Chair will provide this list to the postal Co-Chair who will solicit the approval of USPS senior management for the proposed candidates. The postal Co-Chair will advise the industry Co-Chair which nominees are acceptable to the Postal Service. Those nominees will be announced at the spring quarter general session meeting. The full industry membership of MTAC will elect a new Vice-Chair at its summer quarter meeting in odd numbered years. The candidate receiving the greatest number of votes will be elected Vice-Chair.

During the time served as industry Co-Chair and Vice-Chair, the incumbent serves as an officer of MTAC and not as a representative of his/her sponsoring association. The affected association may, therefore, nominate another representative to replace the officer during the term of office. At the end of the term of office, the industry Co-Chair becomes, at his/her own discretion, an automatic ex-officio member of MTAC and continues to advise the Leadership Committee and the Executive Committee.

Treasurer: The industry Vice-Chair serves as treasurer. The treasurer serves at the pleasure of the postal Co-Chair and the industry Co-Chair. The treasurer is responsible for tracking payment of dues, disbursing of funds for MTAC expenses, and makes quarterly financial reports as part of the record of each meeting.

MTAC Program Manager: The postal Co-Chair appoints a MTAC Program Manager who provides administrative support for meetings and functions and serves as secretary to the MTAC Executive Committee.

VIII. MTAC EXECUTIVE COMMITTEE

The Executive Committee consists of the following voting members:

- the Postal Service Co-Chair and two (2) Vice-Chairs,
- the industry Co-Chair and one (1) Vice-Chair,
- the immediate past industry Co-Chair, and
- the MTAC Postal Service Program Manager

The Executive Committee meets at least once a quarter in connection with the general session. The Executive Committee may conduct business at any time and location or through any means of mutual communication deemed necessary and appropriate by the Co-Chairs. The Executive Committee acts on membership issues, determines general session meeting dates and agenda, sets the appropriate level for annual membership dues, and decides upon proposed changes in the 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 makeup, process and/or structure. In the event that any industry member of the Executive Committee or Leadership Committee is unable or unwilling to complete his/her normal term of office, the Executive Committee will select an interim replacement, if necessary, and determine the need for a special election. No action or decision of the Executive Committee may be taken without a quorum being present and voting. All actions/decisions of the Executive Committee will be by majority vote. A quorum shall be present at any Executive Committee meeting if there are at least three (3) Postal Service Committee members present and voting and if there are at least two (2) industry Committee members present and voting.

IX. ADDITION AND DELETION OF MEMBERS

The Executive Committee is responsible for approving additions or deletions to the membership of MTAC.

Additions

In considering new members, the Executive Committee determines, in its sole discretion, whether the proposed new member association/organization:

- represents a significant part of the industry which is not currently well represented; or
- represents mailers who use classes of mail not used by other members; or
- is an association/organization of mailers who have unique or special needs, requirements, or problems currently not well represented; and
- is otherwise likely to be a valuable member of MTAC.

The membership criteria require that the proposed new member provide the Postal Service and the MTAC association/organization members with the potential for significant new information, advice and recommendations not currently provided by existing member associations/organizations and otherwise meet membership goals and criteria, all as determined by the Executive Committee in its sole discretion.

Deletions

The Executive Committee may require that a member cease to attend MTAC meetings and be removed from membership upon the occurrence of any of the following:

- dissolution of member's association/organization;
- member's voluntary request for removal;
- member's failure to provide representative(s);

- failure of member's named representative(s) to attend on a regular basis;
- nonpayment of member's dues after two notices; or
- due to such other criteria or factors as the Executive Committee may identify as relevant and significant in its sole discretion.

X. LEADERSHIP COMMITTEE

MTAC functions primarily through issue-focused work groups that are chartered, established and monitored by the MTAC Leadership Committee. The Leadership Committee is composed of both industry and postal representatives and is chaired jointly by the industry and postal Co-Chairs. The Leadership Committee meets at least once each quarter in connection with the general session, but work may be done at any time and utilizing any communication method that the Co-Chairs agree is necessary.

Postal representatives to the Leadership Committee are Postal Service Officers selected by Postal Service Senior Management because of their relevant field of expertise. Industry Leadership Committee members are generally elected to represent a particular product or service category for a two year term. The industry Vice-Chair will call for nominations from the industry membership for Leadership Committee representatives no later than mid-September of odd numbered years. Elections will be held at the fall quarter general session and newly elected members will first participate at the winter quarter Leadership Committee meeting in even numbered years. Leadership Committee industry members may serve multiple terms as long as they are re-elected by the industry membership, but, notwithstanding the foregoing, no Leadership Committee industry member shall serve after such individual has ceased to be a member representative or ex-officio member of MTAC for any reason. Postal Service Leadership Committee members serve for as long as the Postal Service Senior Management determines in its sole discretion.

The primary responsibility of the Leadership Committee is to manage the process and the activities of issue-focused workgroups. The Leadership Committee will issue guidelines for workgroup formation and practice.

XI. RESPONSIBILITIES OF REPRESENTATIVES

MTAC representatives must communicate the major topics discussed in MTAC meetings to their member associations/organizations for general information dissemination and appropriate action. In general, the representative is expected to convey information to and solicit information from his/her association to provide the Postal Service with technical information, advice and recommendations. The representative acts as a conduit for member feedback and ideas.

The Executive Committee may require that an industry representative cease to serve and may ask a member organization to replace its representative if the industry representative:

- misses multiple consecutive meetings;
- presents views outside of an MTAC forum as representing those of MTAC - this includes representations to public, private or government groups including the Postal Regulatory Commission or the staff of the Postal Regulatory Commission;
- uses the representative's position improperly to seek action from postal officials or to influence the action of postal officials;
- consistently represents his/her individual organization/company's interests rather than those of the MTAC member association/organization in MTAC proceedings; or
- due to such other criteria or factors involving the industry representative or his/her employer or associated company or organization as the Executive Committee may identify as relevant and significant in its sole discretion.

XII. PARTICIPATION OF NON-MTAC MEMBERS

Participation of non-members in workgroups must be in accordance with the workgroup guidelines issued by the Leadership Committee, and, in any case, any such participation by a non-member is subject to the prior approval of the Executive Committee in its sole discretion. Non-members may attend general session meetings only at the specific invitation of a member representative and must receive clearance ahead of time from the Program Manager who shall submit the matter to the Executive Committee for its prior approval. Members are advised to limit the occurrence of non-member invitations.

XIII. ANNUAL DUES

The Executive Committee determines the annual dues 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 may propose and implement an MTAC Award program in its discretion.