



Charter for the State of Oregon Fleet Management Advisory Council (FMAC)

Purpose:

The Fleet Management Advisory Council (FMAC) assists state and local government agencies in providing safe, dependable fleet services in a cost effective, sustainable and environmentally friendly manner.

Membership:

Includes State of Oregon agencies with or without statutory authority to own and operate a fleet. Current members include:

- Dept. of Administrative Services - DAS
- Oregon Dept. of Transportation - ODOT
- Oregon State Police - OSP
- Oregon Dept. of Forestry - ODF
- Dept. of Agriculture - ODA
- Oregon Parks and Recreation Dept. - OPRD
- Oregon Dept. of Fish and Wildlife - ODFW
- Oregon Liquor Control Commission - OLCC
- Dept of Corrections – DOC
- Oregon Lottery - OSL
- Oregon University System - OUS
- Oregon State University - OSU
- State Accident Insurance Fund - SAIF

Scope of responsibility:

The FMAC is an advisory body providing a forum that supports and encourages best fleet practices. These include but are not limited to:

- Support of initiatives sustainability as they relate to fleet operations i.e. reduction of greenhouse gas emissions and use of alternative fuels.
- Compliance with the USDOE Energy Policy Act (EPAAct) and EIA-886
- Encourages sharing of information and resources, promotes operational efficiencies.
- Address statewide policies and/or technical issues common to government fleets.
- In conjunction with DAS State Procurement Office (SPO), develop bid specifications for vehicles and related equipment.

Understandings and Operational Guidelines:

- Meetings will be scheduled for the third Wednesday of every even-numbered month at 9:00 a.m. (February, April, June, August, October and December). The location will be determined by the Chair and announced in advance. Special meetings may be called as needed.
- Officer roles include a Chair, Vice-Chair and Secretary. Officers will serve 2-year appointments. The DAS Fleet Manager shall serve as the permanent Vice-Chair.
- The Chair is responsible for calling and leading meetings. The Chair will provide executive representation of the FMAC and its decisions or recommendations to DAS.
- The Vice-Chair will perform the Chair's responsibility when the Chair is unable and will assist as needed.
- The Secretary will prepare agendas and minutes as well as distribute both to the active membership.
- Council members will be responsible for discussing effective, efficient fleet practices and making recommendations to DAS. Recommendations require a vote by the membership. Recommendations must be passed with an "aye" vote by 2/3 of all current members. Each agency has a single vote, no matter how many representatives attend the meetings.
- Changes to the Charter require a vote by the membership. Any changes must be passed with an "aye" vote by 2/3 of all current members.