

# **RULES AND REGULATIONS OF THE MINNESOTA COUNTIES COMPUTER COOPERATIVE AVENU CamaUSA USER GROUP**

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## Introduction

Membership in the Minnesota Counties Computer Cooperative (MnCCC) is defined as a Minnesota county or other Minnesota governmental subdivision that is eligible to enter into a joint powers agreement under Minnesota Statute 471.59, and that has ratified and executed the Joint Powers Agreement and has paid the membership dues and other charges established by the MnCCC.

The MnCCC Board may adopt Rules and Regulations to govern the business and operation of User Groups. Such Rules and Regulations shall be considered supplementary and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced, or repealed. The Board shall also adopt, maintain, and from time to time update a set of core contract principles and minimum standards that must be included within any software or services agreements. Any deviation from such core principles or minimum standards will require the Board's prior written consent.

In accordance with Article V., Section 1. Of the Minnesota Counties Computer Cooperative (MnCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Avenu CAMA User Group are promulgated.

### Avenu CAMA User Group

**Vision:** Utilizing quality information systems to enhance the practice of Minnesota appraisal practices.

**Mission:** To develop and maintain integrated data systems that support business needs of member agencies providing Minnesota mass appraisal services in accordance with Minnesota Law and in cooperative efforts with the Minnesota Department of Revenue and other state agencies.

The Avenu CAMA User Group is responsible for:

- Working with vendor to develop and maintain the software applications that meet the needs of the Avenu CAMA User Group and Minnesota requirements.
- Directing the MnCCC Executive Committee regarding vendor selection and contracts
- Determining and approving modifications and/or enhancements to software applications
- Identifying any need for, and requirements of, new software applications
- Ensuring Member compliance with the User Group's rules and regulations
- Administering the User Group's operation and sustainability

## Article I - Purpose

### Section 1

The purposes of the CamaUSA User Group are to provide direction to the MNCCC Executive Committee regarding vendor contracts, to determine and approve changes, modifications, or enhancements to existing software applications, to identify the need for and requirements of new software applications, and to conduct business necessary to the operation of the CamaUSA User Group.

## Article II - Definitions

### Section 1

"CamaUSA" shall mean the computer aided mass appraisal system software, including legislative changes, modifications and enhancements, to be furnished to MNCCC by AVENU (under any Contract Agreement between AVENU and MNCCC).

### Section 2

"License Agreement" shall mean the Avenu License Agreement between Avenu and MnCCC, whereby Avenu will furnish a Computer Aided Mass Appraisal software system to MnCCC.

### Section 3

"Maintenance and Support" shall mean the Maintenance and Support contract between Avenu and MnCCC whereby Avenu will provide maintenance and support services relating to the Avenu CAMA software for use in Minnesota, as well as furnish modifications and enhancements to the Avenu CAMA system.

### Section 4

"Avenu" means "Avenu" a corporation whose offices are located in Waite Park, Minnesota and which is engaged in the business of developing, marketing, maintaining, and supporting computer programs.

## Article III - Organization of AVENU CamaUSA User Group

### Section 1 – AVENU CamaUSA User Group

The AVENU CamaUSA User Group shall consist of one representative appointed by each county participating in any AVENU CamaUSA contract between MNCCC and AVENU. Each AVENU CamaUSA

### Section 2 – Advisory Committee

The AVENU CamaUSA Advisory Committee shall consist of six members elected at large, and the Chair. Except for the Chair, the terms for Advisory Committee members shall be for 3 years. The election will be held annually at the MNCCC annual meeting. Term of office shall commence immediately following the election. Each year the term of two members of the Advisory Committee shall expire. There shall be no limit on the number of terms an individual may serve on the Advisory Committee.

### Section 3 – Chair

The Chair shall be elected At-Large from the AVENU CamaUSA User Group. The Chair will chair all AVENU CamaUSA User Group meetings and AVENU CamaUSA Advisory Committee meetings. In addition to the Chair's normal duties and responsibilities, the Chair shall also have the same powers as other Advisory Committee and User Group members. The election of the Chair will be held at the MNCCC annual meeting. Term of office shall commence immediately following the election and shall expire immediately following the election at the next MNCCC annual meeting.

- Responsibilities of the Chair include calling meetings to order, approving meeting agendas, working with MnCCC staff to coordinate meetings, and providing an AVENU CAMA User Group report, either written or in person, at the MnCCC Annual Board Meeting.

#### **Section 4 – Vice-Chair and Recording Officer**

A Vice-Chair and a Recording Officer shall be elected by the Advisory Committee from the members of the Advisory Committee. The election will be held at the first meeting of the Advisory Committee after the MNCCC annual meeting. Term of office shall commence immediately following the election and shall expire immediately following the election at the first meeting of the Advisory Committee held after the next MNCCC annual meeting. The Vice-Chair shall assume the responsibilities of the Chair in the absence of the Chair. The Recording Officer will be responsible for taking minutes at all AVENU CamaUSA User Group Meetings and AVENU CamaUSA Advisory Committee meetings; and be responsible for finding a replacement in his/her absence.

#### **Section 5 – Technical Liaison**

The Technical Liaisons will serve a one-year term commencing after the MNCCC Annual Meeting. A technical liaison will be elected to represent each of the Tax User Groups, Manatron and AVENU. The Technical Liaisons will be elected at the MNCCC's Information Services Support Group (ISSG) Annual Meeting and will be responsible for attending meetings and participating in their assigned user group activities. They will provide a communication link between ISSG, County IT and the AVENU CamaUSA User Group. Each Liaison is also responsible for appointing an Alternate Liaison to fill his/her role in their absence.

#### **Section 6 – Liaisons to AVENU Tax Advisory Committee and Manatron Tax Advisory Committee**

The Chair shall appoint a member of the AVENU CamaUSA Advisory Committee to serve as liaison to the AVENU Tax Advisory Committee. The AVENU CamaUSA Advisory Committee liaison to the AVENU Tax Advisory Committee shall be an AVENU tax system user. The Chair shall also appoint a member of the AVENU CamaUSA Advisory Committee to serve as liaison to the Manatron Tax Advisory Committee. The AVENU CamaUSA Advisory Committee liaison to the Manatron Tax Advisory Committee shall be a Manatron tax system user. Tax Advisory Committee liaisons shall be appointed annually at the first meeting of the Advisory Committee after the MNCCC annual meeting. The liaisons shall serve at the discretion of the Chair. The Chair may remove a liaison and appoint a replacement liaison at any meeting of the AVENU CamaUSA Advisory Committee.

#### **Section 7 – Requirement of a Quorum**

A quorum of the AVENU CamaUSA User Group shall exist when two-thirds of the members of the AVENU CamaUSA User Group or their Alternates are present at a duly called meeting. A quorum is required before the User Group may act on any matters involving vendor selection, or a contract with a vendor. A quorum of the AVENU CamaUSA Advisory Committee shall exist when two-thirds of the members of the AVENU CamaUSA Advisory Committee are present at a duly called meeting.

#### **Section 8 – Mailed or Emailed Ballots**

Upon the approval of the AVENU CamaUSA Advisory Committee, the AVENU CamaUSA User Group may act by mailed or emailed ballot. A vote of two-thirds majority of the AVENU CamaUSA User Group members is required. The mailed or emailed ballot procedure shall not be used unless the AVENU CamaUSA User Group has had an opportunity to discuss at a regularly scheduled AVENU CamaUSA

Advisory Committee meeting the issue to be decided and the members knew 10 days in advance of that meeting that the issue would be discussed.

### **Section 9 – One Vote Per County**

Each county participating in the AVENU CamaUSA User Group is entitled to only one vote.

### **Section 10 – Voting by Alternates**

The AVENU CamaUSA User Group representative or his/her alternate may vote only in the absence of the county's delegate.

### **Section 11 – Approval of Action**

A simple majority of those present at a duly called meeting is required to pass an issue.

### **Section 12 – Standing Committees**

There shall be at least one (1) Standing Committee: Commercial/Industrial Committee. The Chair of all Standing Committees must be a member of the CAMA User Group. Staff from any AVENU CamaUSA User Group county may participate on a Standing Committee; however, in order to determine quorums, counties must commit to participation on Standing Committees and be recognized by the AVENU CamaUSA Advisory Committee. Each Standing Committee will have no less than two (2) members in addition to the Chair and no more than eight (8) members including the Chair. The Standing Committee Chair is responsible for calling meetings, setting meeting agendas, to make sure minutes are taken at each meeting and then forwarded to MNCCC for publication, and to report Standing Committee activities at each AVENU CamaUSA Advisory Committee Meeting.

### **Section 13 – Working Committees**

The AVENU CamaUSA User Group or AVENU CamaUSA Advisory Committee, from time-to-time may choose to form Working Committees to address special issues and/or projects important to the AVENU CamaUSA User Group. The Chair of all Working Committees must be appointed by the CamaUSA Advisory Committee. Staff from any CamaUSA User Group county may participate on Working Committees; however, in order to determine quorums, counties must commit to participation on Working Committees and be recognized by the AVENU CamaUSA Advisory Committee. Each AVENU CamaUSA User Group recognized county participating on a Working Committee is entitled to one vote. The AVENU CamaUSA User Group and/or AVENU CamaUSA Advisory Committee may delegate decision-making authority to a Working Committee. The AVENU CamaUSA Advisory Committee shall adopt and prescribe procedures for the operation of the Working Committees. Each Working Committee will have no less than two (2) members in addition to the Chair and no more than eight (8) members including the Chair. The Working Committee Chair is responsible for calling meetings, setting meeting agendas, to make sure minutes are taken at each meeting and then forwarded to MNCCC for publication, and to report Working Committee activities at each AVENU CamaUSA Advisory Committee Meeting.

### **Section 14**

The normal meeting of the AVENU CamaUSA Advisory Committee shall be held during the months of February, May, August, and November. The specific dates of the following year's meetings will be set at the November AVENU CamaUSA Advisory Committee Meeting each year. The AVENU CamaUSA User Group shall meet annually during the MNCCC annual conference. Notice of AVENU CamaUSA User Group,

AVENU CamaUSA Advisory Committee, or committee meetings must be provided to every county's delegate ten (10) days prior to the meeting. Notice of AVENU CamaUSA Advisory Committee, standing committee, or working committee meeting may be waived before, at, or after such meeting, by a simple majority vote of the AVENU CamaUSA Advisory Committee.

### **Section 15**

Support for meeting coordination, research, contracting, billing, vendor monitoring and other similar services shall be provided by MNCCC staff.

## **Article IV – Membership in the AVENU CamaUSA User Group**

### **Section I – Requirements of membership in the AVENU CamaUSA User Group**

- a) Members must pay the dues established by the MNCCC Board of Directors as provided for in Article X, Sections 2 and 4 of the MNCCC Bylaws;
- b) Members must ratify a current contract between MNCCC and AVENU for AVENU CamaUSA;
- c) Members must abide by the provisions of the MNCCC Joint Powers Agreement, Bylaws and AVENU CamaUSA User Group Rules and Regulations.
- d) Members must not implement any changes, modifications or enhancements to the AVENU CamaUSA System, except insofar as such changes, modifications or enhancements are approved by the AVENU CamaUSA Advisory Committee.
- e) Participation in the AVENU CamaUSA User Group may include an obligation to test changes to the AVENU CamaUSA System from time to time.

### **Section II – Benefits of Membership in the AVENU CamaUSA Tax User Group**

AVENU CamaUSA User Group members have the right to participate in the decisions of MNCCC and the AVENU CamaUSA User Group according to the procedures and provisions set forth in the MNCCC Joint Powers Agreement, Bylaws, and AVENU CamaUSA User Group Rules and Regulations.

### **Section III – New Avenu CamaUSA Users**

New AVENU CamaUSA users that are participating in any AVENU CamaUSA contract between MNCCC and AVENU shall pay all the full current year fees for membership in the AVENU CamaUSA Advisory Committee and such other amounts as shall be negotiated with the AVENU CamaUSA Advisory Committee.

## **Article V – MODIFICATIONS OF AND ENHANCEMENTS TO THE AVENU CamaUSA SYSTEM**

### **Section I – Approval**

The AVENU CamaUSA Advisory Committee shall review and approve all Change Orders for Enhancement or Modification of the AVENU CamaUSA System. All Change Orders for Enhancement and/or Modification are also subject to approval by AVENU.

## **Section II – Enhancement Fund**

All program development and license fee payments received by MnCCC, less any amounts due to AVENU by MnCCC by virtue of any contracts between MNCCC and AVENU regarding the AVENU CamaUSA System, shall be deposited into a AVENU CamaUSA Enhancement Fund. The AVENU CamaUSA Advisory Committee may authorize disbursements from this fund to pay for the cost of enhancements to the AVENU CamaUSA System.

## **Section III – Enhancement Assessments**

If the Enhancement Fund is insufficient to pay the cost of enhancements, the AVENU CamaUSA Advisory Committee may assess each CamaUSA User Group member no more than \$500.00 per year for the cost of enhancements to the AVENU CamaUSA System without approval of the CamaUSA User Group. Exception will be participatory enhancements due to the nature of participatory enhancements; there will be no maximum for these enhancements.

# **Article VI – Expense Reimbursements**

## **Section I – AVENU CamaUSA Advisory Committee Member Expenses**

Meeting expenses incurred by AVENU CamaUSA Advisory Committee members for attending AVENU CamaUSA Advisory Committee meetings shall be reimbursed at actual cost for travel, meal and lodging expenses. Advisory Committee members shall submit travel, lodging, and meal expenses for reimbursement by MnCCC. Advisory Committee members' expenses and meeting expenses of the AVENU CamaUSA User Group shall be shared equally by all members of the AVENU CamaUSA User Group. All expense reimbursement forms from the previous year must be filed by June 30 of the current year.

## **Section II – AVENU CamaUSA Standing/Working Committee Member Expenses**

Meeting expenses of members of Standing and/or Working Committees attending such committee meetings shall be reimbursed at actual cost for travel, meal and lodging expenses. Subcommittee members shall submit travel, lodging and meal expenses for reimbursement by MnCCC. Subcommittee members' travel expenses and meeting expenses of the subcommittee shall be shared equally by all members of the CamaUSA User Group. All expense reimbursement forms from the previous year must be filed by June 30 of the current year.

# **Article VII**

## **Section I**

These rules may be amended by the full AVENU CamaUSA User Group as appropriate, subject to approval by the MnCCC Executive Committee.

