Minnesota Counties Computer Cooperative (MnCCC)

Aumentum Technologies Tax User Group

Rules and Regulations

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Introduction

MnCCC membership is defined as a Minnesota county, city, agency, 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 those membership Dues and other Charges established by 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considered supplementary and cannot conflict or be inconsistent with the MnCCC Bylaws and may be modified, replaced, or repealed. The Board shall also adopt, maintain, and update a set of core contract principles and minimum standards that must be included within any software or service agreements. Any deviation from such core principles or minimum standards will require the Board's prior written Consent.

In accordance with the Minnesota Counties Computer Cooperative (MnCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Aumentum Technologies Tax User Group are promulgated.

Article I. Purpose

The purposes of the Aumentum Technologies Tax User Group are:

- To provide direction to the MnCCC Board regarding vendor selection and 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
- To conduct business necessary to the operation of the Aumentum Technologies Tax User Group; and
- To allocate resources necessary for adequate maintenance and support of the existing software application, including dedicated websites or other technology and dedicated human resources, if deemed necessary by the group

Article II. Definitions

Section 1. Aumentum Technologies Tax System

"Aumentum Technologies Tax System" shall mean the property tax software system, including, but not limited to, legislative changes, modifications and enhancements, and support furnished to MnCCC by Aumentum Technologies. It also includes any successor companies furnishing the Aumentum Technologies Tax System or its successor property tax software system names.

Section 2. Software Maintenance Agreement

“Software Maintenance Agreement” shall mean the current agreement between Aumentum Technologies and MnCCC whereby Aumentum Technologies has agreed to furnish maintenance and support services for the Aumentum Technologies Tax System for use in Minnesota to MnCCC. It also includes any successor agreements of the same property tax software system or successor systems.

Section 3. Aumentum Technologies

“Aumentum Technologies” is a Harris company. Aumentum Technologies was formerly Manatron, then Thomson Reuters. It is engaged in the business of developing, marketing, maintaining, and supporting computer programs. The corporation may change as the result of sale or consolidation, and these Rules and Regulations will apply to successor corporations.

Section 4. Legislative Changes

“Legislative Changes” include all changes due to federal, state, or local legislation whether enacted recently or in the past. These changes may be mandated, authorized, or discretionary and specifically include legislation authorizing a government entity or appointed Board to determine requirements not specifically provided for in statute (e.g. authorization for the Minnesota Commissioner of Revenue to determine the form and content of property tax statements and value notices or required abstracts or PRISM file form and content). This also includes changes resulting from court decisions, attorney general opinions, or modifications to formal Minnesota rules. Changes are not limited to property tax and value related activities, but also include data privacy, data security, and other topics deemed applicable to activities with the system.

Article III: Organization of Aumentum Technologies Tax User Group

Aumentum Technologies Tax User Group: Determines annual budget, contract issues, elections, etc. at its annual business meeting. The User Group meets monthly to conduct regular business within the budget and Rules and Regulations set by the Aumentum Technologies User Group.

Established Committees:

- Legislative Committee
- Training Committee
- Enhancement Committee
- Testing, Documentation, Standards, and Reports Committee

Section 1. Officer Rotation and Filling of Vacancies

The Aumentum Technologies Tax User Group shall elect annually from among its participants a new Recording Officer. The past year's Recording Officer shall move to the position of Vice-Chair; Vice-Chair shall move to the position of Chair; and Chair shall move to Past-Chair to serve in an advisory role.

If for any reason any of these officers, except the Past-Chair, are unable to finish their term, each position will move up**,** and the Chair shall appoint a Recording Officer for the remainder of the year. If a vacancy occurs in the position of Past-Chair, the position will remain vacant until the next regular annual election.

Section 2. Chair

The Chair will serve a one-year term commencing after the MnCCC Annual Meeting. The Chair's responsibilities shall include setting dates for the Aumentum Tax User Group meetings for the next twelve (12) months by July 15 of the year they assume leadership; calling to order and running User Group meetings; developing agendas for User Group in coordination with Vice-Chair and Past-Chair; working with MnCCC staff to set and coordinate meetings; providing meeting notices, agendas, attendance, and minutes for posting at MnCCC; providing a detailed annual User Group report (written or in-person) at the MnCCC Annual Conference; and signing change order requests on behalf of the User Group. The Chair shall work with the Vice-Chair and MnCCC to set annual fees prior to the annual business meeting. The Chair shall assume the role of Past-Chair commencing after the MnCCC Annual Meeting.

Section 3. Vice-Chair

The Vice-Chair will serve a one-year term commencing after the MnCCC Annual Meeting. The Vice-Chair will fill the role of Chair in their absence. Additionally, the Vice-Chair will follow up on all assigned monthly action items and will be responsible for overseeing the content on the Aumentum Technologies Tax User Group's SharePoint Member-Only site.

The Vice-Chair will also take on the duties of the Finance Officer. Duties will include reviewing the financial report prior to monthly meetings and contacting MnCCC for any questions or clarifications. The Vice-Chair shall also be responsible for presenting the financial report at monthly meetings and working with MnCCC on annual fees prior to the annual business meeting. A draft of fees should be presented at the last regular meeting prior to the annual business meeting.

Section 4. Recording Officer

The Recording Officer will serve a one-year term commencing after the MnCCC Annual Meeting. The Recording Officer will be responsible for taking minutes at all Aumentum Technologies Tax User Group meetings. In the event the Recording Officer is not

present at an Aumentum Technologies User Group meeting, the Chair shall appoint a minute taker for that particular meeting.

Section 5. ISSG Liaison

The ISSG Liaison or Co-Liaisons will serve a one-year term commencing after the MnCCC Annual Meeting. The ISSG Liaison(s) will be elected at the MnCCC Information Services Support Group (ISSG) Annual Meeting and will be responsible for attending Aumentum Technologies Tax User Group meetings and participating in their assigned activities. They will provide a communication link between ISSG, County IT, and the Aumentum Technologies Tax User Group. The ISSG Liaison is responsible for appointing an Alternate Liaison if the ISSG Liaison or Co-ISSG Liaison is unable to fulfill their term.

Section 6. Aumentum Technologies Annual User Group Conference

Each year, the MnCCC Aumentum Technologies Tax User Group's Past-Chair, Chair, Vice-Chair, Recording Officer, ISSG Liaison, Co-ISSG Liaison, and Standing Committee Chairs are responsible for attending the Aumentum Technologies Annual User Group Conference. They represent the User Group on issues, enhancement requests, and other business matters. The MnCCC Aumentum Technologies Tax User Group reimburses approved attendees for the actual costs of registration, lodging, meals, and transportation, in accordance with Article VI, Expense Reimbursements. These attendees include officers, the ISSG Liaison, and additional members as approved. Lodging and transportation arrangements are subject to approval by the User Group. If any designated attendee cannot attend, the Chair may appoint substitutes from the User Group.

Section 7. Requirement of a Quorum

For the Aumentum Technologies Tax User Group, a quorum shall exist when more than half of those in attendance at a duly called meeting are voting members. A quorum is required before the Aumentum Technologies Tax User Group may act on any matters involving vendor selection, or a contract with a vendor, and a simple majority of those present at a duly called meeting is required to pass an issue. For standing committees and working committees, a quorum shall exist when more than half of those in attendance at a duly called meeting are voting members. A quorum is required before any standing committee or working committee may act on any matter.

Section 8. Voting

Each county participating in the Aumentum Technologies Tax User Group is entitled to only one (1) vote. In the case of modules or services with limited participation, voting members will be those using the specific modules or services, such as Public Access or Platform. Only those members using the specific modules or services would have voting

rights and the same quorum requirements of more than half of the participating members of that module or service are required.

Section 9. Vote Required

More than half of those in attendance at a duly called meeting are required to pass an issue. Any action required or permitted to be taken at a duly called meeting may be taken by written action (ballot) or signed by written action (recorded in approved minutes).

Upon approval, the Aumentum Technologies Tax User Group may vote by remote written action (ballot). A vote of more than half of those in attendance at a duly called meeting is required to approve any issue voted on using remote written action. A remote written action shall not be used unless the Aumentum Technologies Tax User Group has had an opportunity to discuss at a duly called annual or other meeting of the Aumentum Technologies Tax User Group the issue to be decided by the remote written action.

Section 10. Standing Committees

There shall be at least four (4) Standing Committees: Legislative Committee, Training Committee, Enhancement Committee, and Testing, Documentation, Standards, and Reports Committee. The Chair(s) of all Standing Committees shall be appointed by the Aumentum Technologies Tax User Group. It is desirable for the Chair(s) of all Standing Committees to be a member of the Aumentum Technologies Tax User Group; however, any employee(s) of any member county may be appointed Chair(s) of a Standing Committee.

Staff from any Aumentum Technologies Tax User Group county may participate on a standing committee. The Legislative Committee shall have at least one (1) member of the Testing, Documentation, Standards, and Reports Committee serving as an advisor for all PRISM-related changes who, in this role, will be non-voting. Individuals must commit to participation and be recognized by the Aumentum Technologies Tax User Group as a committee member. Each Aumentum Technologies Tax User Group-recognized individual participating in a standing committee is entitled to one (1) vote. The Aumentum Technologies Tax User Group may delegate decision-making authority to a standing committee.

The Aumentum Technologies Tax User Group shall adopt and prescribe procedures for the operation of the standing committees. Each standing committee should have no less than three (3) members in addition to the Chair and no more than ten (10) members including the Chair. The standing committee Chair is responsible for calling meetings, setting meeting agendas, making sure minutes are taken at each meeting and forwarded to MnCCC for publication, and reporting Standing Committee activities at Aumentum Technologies Tax User Group meetings. Members of committees must be

recognized by the Aumentum Technologies Tax User Group. The committee Chair should report on membership and changes in membership at a regularly scheduled Aumentum Technologies Tax User Group Meeting.

Section 11. Working Committees

The Aumentum Technologies Tax User Group may choose to form working committees to address special issues and/or projects. The Chairs of all working committees must be appointed by the Aumentum Technologies Tax User Group. Staff from any Aumentum Technologies Tax User Group county may participate in working committees; however, individuals must commit to participation and be recognized by the Aumentum Technologies Tax User Group as a committee member. Each Aumentum Technologies Tax User Group-recognized individual, participating in a working committee, is entitled to one (1) vote.

The Aumentum Technologies Tax User Group may delegate decision-making authority to a working committee. The Aumentum Technologies Tax User Group shall adopt and prescribe procedures for the operation of the working committees. Each working committee will have no less than three (3) members in addition to the Chair and no more than ten (10) members including the Chair. The working committee Chair is responsible for calling meetings, setting agendas, making sure minutes are taken at each meeting and forwarded to MnCCC for publication, and reporting working committee activities at Aumentum Technologies Tax User Group meetings.

Section 12. Meetings

The regular meeting of the Aumentum Technologies Tax User Group shall be the first Thursday of each month. Additional meetings shall be held at the call of the User Group Chair.

- The annual meeting of the Aumentum Technologies Tax User Group shall be held during the MnCCC Annual Conference. Additional meetings of the Aumentum Technologies Tax User Group shall be held at the call of the User Group Chair
- Meetings of standing committees and working committees shall be held at the call of the Chair(s) of that particular committee
- Notice of Aumentum Technologies Tax User Group, standing committee, or working committee meetings must be provided to the member counties' delegates three (3) days prior to the meeting. Notice of a meeting may be waived before, at, or after such meeting, by more than half of those present

Section 13. MnCCC Staff Responsibility

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

Article IV: Membership in the User Group

Section 1. Requirements of Membership in the User Group

1. Members must pay the dues established by the MnCCC Board as provided for in the MnCCC Bylaws
2. The Governing Board of each Member must ratify the current Aumentum Technologies Tax System Maintenance Agreement within ninety (90) days after signing by MnCCC and the Chair. Voting rights and enhancement rights will be placed on hold for members without a ratification statement on file after the 90-day period unless this is waived by the Chair due to extenuating circumstances. Members may not submit requests for participatory enhancements without a contract ratification on file with MnCCC. Members must promptly pay their assigned rates when billed by MnCCC and stay current in their maintenance and support payments
3. Members must abide by the provisions of the MnCCC Joint Powers Agreement, Bylaws, Aumentum Technologies Tax User Group Rules and Regulations, and the terms of the contract agreement(s) between MnCCC and Aumentum Technologies as ratified
4. Members must not implement any changes, modifications, or enhancements to the Aumentum Technologies Tax System, except insofar as such changes, modifications, or enhancements are approved by the Aumentum Technologies Tax User Group
5. Participation in the Aumentum Technologies Tax User Group may include an obligation to test changes to the Aumentum Technologies Tax System

The provisions of this section apply in the same manner when and if any member purchases any of the supplemental software or other products made available under the current Aumentum Technologies Master Agreement with the exception of any supplemental software or other products that are part of a cost-sharing purchase methodology. If the supplemental software or other product is purchased under the Master Agreement but is an individual contract with the Member, it has not been purchased under a cost-sharing methodology.

Section 2. Benefits of Membership in the User Group

1. Aumentum Technologies Tax User Group members will receive the right to use the Aumentum Technologies Tax System and deliverables as defined in and under the conditions set forth in the current Aumentum Technologies Tax System Maintenance Agreement
2. Aumentum Technologies Tax User Group members will receive maintenance and support services under the terms and conditions set forth in the current Aumentum Technologies Tax System Maintenance Agreement

3. Aumentum Technologies Tax User Group members have the right to participate in the decisions of MnCCC and the Aumentum Technologies Tax User Group according to the procedures and provisions set forth in the MnCCC Joint Powers Agreement, Bylaws, and Aumentum Technologies Tax User Group Rules and Regulations

Article V: Modification of and Enhancements to the Aumentum Technologies Tax System

Section 1. Approval

The Enhancement Committee will review all Enhancement Requests. The Enhancement Committee may approve, reject, modify, or hold for additional information any Enhancement Request. If the Enhancement Committee approves an Enhancement Request, the request will be forwarded to the Aumentum Technologies Tax User Group. The Aumentum Technologies Tax User Group shall review the request. If the Aumentum Technologies Tax User Group approves the request, the Aumentum Technologies Tax User Group will forward the request to Aumentum Technologies.

The Legislative Committee will review all Legislative Changes. The Legislative Committee will submit change requests directly to Aumentum Technologies without approval from the Enhancement Committee or the Aumentum Technologies Tax User Group. The Testing, Documentation, Standards, and Reports Committee will review all PRISM-related changes and advise the Legislative Committee via Liaison before submitting change requests directly to Aumentum Technologies.

Section 2. Enhancement Fund

All program development and license fee payments received by MnCCC, less any amounts due to Aumentum Technologies by MnCCC by virtue of any contracts between MnCCC and Aumentum Technologies regarding the Aumentum Technologies Tax System, shall be deposited into a MnCCC Aumentum Technologies Tax Enhancement Fund. The Aumentum Technologies Tax User Group may authorize disbursements from this fund to pay for the cost of enhancements to the Aumentum Technologies Tax User Group, and anything deemed necessary and approved by the Aumentum Technologies Tax User Group.

Section 3. Participatory Enhancements

Participatory enhancements are enhancements that, in the opinion of the Aumentum Technologies Tax User Group, are of benefit to only a portion of the Aumentum Technologies Tax User Group members. Participatory enhancements must be approved by the Enhancement Committee and the Aumentum Technologies Tax User Group. Participatory enhancements shall be paid for by the member(s) requesting the

enhancement and shall not be paid for using the MnCCC Aumentum Technologies Tax Enhancement Fund. When possible, participatory enhancements shall include a feature causing availability of the enhanced functionality to be limited to the participating members. The participating members may waive the requirement for an enhancement to include functionality to limit availability to participating members.

Article VI: Expense Reimbursements

Section 1. User Group Member Expenses

Meeting expenses incurred by officers and committee Chairs shall be reimbursed at actual cost for travel, meals, and lodging expenses. Requests for reimbursement shall be submitted to MnCCC on forms prescribed by MnCCC. The Aumentum Technologies Tax User Group may adopt rules limiting reimbursable expenses and/or requiring documentation of claimed expenses. Reimbursements and meeting expenses of the Aumentum Technologies Tax User Group shall be shared equally by all members of the Aumentum Technologies Tax User Group. All expense reimbursement forms from the previous year must be filed by March 30 of the current year.

Section 2. Standing/Working Committee Member Expenses

Unless preapproved by the Aumentum Technologies Tax User Group or the User Group Chair, only individuals who have been recognized by the Aumentum Technologies Tax User Group as provided in Article III, Section 9 or Section 10 as members of a standing committee or working committee shall be eligible for expense reimbursement. Meeting expenses of members of standing and/or working committees shall be reimbursed at actual cost for travel, meals, and lodging expenses. Requests for reimbursement shall be submitted to MnCCC on forms prescribed by MnCCC.

The Aumentum Technologies Tax User Group may adopt rules limiting reimbursable expenses and/or requiring documentation of claimed expenses. Members' travel expenses and committee meeting expenses shall be shared equally by all members of the Aumentum Technologies Tax User Group. All expense reimbursement forms from the previous year must be filed by March 30 of the current year.

Article VII: Beta Testing and Report Writing Fund

Section 1. Reimbursement Plan

A Beta Testing and Report writing reimbursement plan was approved by the Tax Advisory Committee in 2018.

All counties that volunteer to test patches, including creating scripts, report writing, or attending testing meetings or release item demos, can add their time to the Testing

Reimbursement file found on the Aumentum Technologies Tax User Group SharePoint site.

All testing has a weighted number which is used to calculate the amount to be dispersed to each county that participated.

Section 2. Payments

The Chair of the Testing, Documentation, Standards, and Reports Committee will present the amounts to be dispersed at the Aumentum Technologies Tax User Group Annual Meeting for approval. Once the beta testing distribution to counties has been approved, MnCCC staff will contact the counties regarding payment which can be received via check to the counties, member deposit, or a combination of both to the total amount approved for that county.

Article VIII: Amendment of Rules and Regulations

These Rules and Regulations may be amended by the Aumentum Technologies Tax User Group as appropriate, subject to approval by the MnCCC Board.