

**RULES AND REGULATIONS
OF THE
MINNESOTA COUNTIES COMPUTER COOPERATIVE
LAW ENFORCEMENT USER GROUP**

(Amended February 9, 1987)
(Amended September 7, 1988)
(Amended May 28, 1992)
Proposed September 14, 2004
Proposed May 11th, 2005
Adopted August 10th, 2005
Adopted February 4, 2020

MnCCC

MnCCC membership 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 those membership Dues and other Charges established by MnCCC from time to time.

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and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced or repealed.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 service agreements. Any deviation from such core principals 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 Law Enforcement User Group are promulgated.

Law Enforcement User Group

The Law Enforcement User Group shall:

- Provide direction to the MnCCC Board Committee regarding vendor issues
- Review, discuss and recommend enhancements to existing software applications
- Identify the need for and requirements of new applications
- Conduct business necessary to the operation of the group
- Share knowledge

- Sustain membership
- Improve efficiencies for users
- Actively solicit representation and input from all members
- Work with State Agencies for any shared projects or required interfaces

Article I

Purpose

Section I. The purposes of the Law Enforcement 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, and to conduct business necessary to the operation of the User Group.

Article II

Organization and Structure

Section 1. Election of Officers. Election of Officers are to be conducted biennially on even-numbered years. The User Group shall elect biennially from among its participants a new Recording Officer. The previous term's Recording Officer shall move to the position of Vice Chairperson; Vice Chairperson shall move to the position of Chairperson; and Chairperson shall move to Past-Chairperson to serve in an advisory role. If for any reason any of these officers can not finish their tenure, each position will move up one position and the Chairperson shall appoint a Recording Officer for the remainder of the term; and both the Recording Officer and the appointed Recording Officer moving to Vice Chairperson positions will be elected at the next even-year meeting.

Section 2. Roles and Responsibilities of the Officers. All officers will serve a biannual term commencing with the end of the User Group Annual Meeting that ends in an even number.

Officers. Roles and Responsibilities of the Officers: All officers will serve a two-year term commencing with the end of the User Group Annual Meeting that ends in an even number.

1. **User Group Chair.** User Group Chair is responsible for calling all meetings to order; approving meeting agendas; working with MnCCC Staff to coordinate meetings; and providing a User Group Report, either written or in person, at the MnCCC Annual Board Meeting held June of each year.
2. **User Group Vice Chair.** The office of Vice Chairperson shall automatically succeed the Chairperson then become the Past Chair. Vice Chair will also fill the role of Chair in meetings when the Chair is unable to attend.
3. **User Group Past Chair.** The User Group Past Chair will serve a two-year term in an advisory role to the current Chair.
4. **User Group Recording Officer.** The Recording Officer will be responsible for taking minutes at all User Group and Advisory Committee meetings. Minutes are to be sent to MnCCC ten (10) business days prior to the next User Group Meeting in order to meet MnCCC's ten (10) business day meeting announcement requirement. The Recording Officer is responsible for finding a replacement in his/her absence.

Section 3. Special ad hoc committees may be appointed at the discretion of the User Group Chairperson and the Advisory Committee.

Section 4. User Group representatives may vote only on decisions that affect applications used in their county or on general business of the User Group.

Section 5. Each county/agency participating in the User Group is entitled to only one vote.

Section 6. The User Group representative or his/her alternate may vote only in the absence of the county's delegate.

Section 7. Minor enhancements involving small additional costs to users or general business of the User Group may be acted upon by a simple majority of application users or User Group members, as appropriate, who are present at a duly called meeting. Approval of such changes shall also be allowed by email, mail or telephone ballot to the User Group representative using that application. Such email, mail or telephone approval may take place only upon authorization of the User Group. Any business involving significant monetary commitment or contractual matters (e.g., RFP approval, vendor selection, contract approval, etc.) requires a quorum. A quorum shall exist when 50% plus one of the counties using a specific application are present when business relating to that application is being voted upon at a duly called meeting. Determination as to whether a simple majority or quorum is required shall be made by the User Group Chairperson.

Section 8. User Group approval of any additional expense or monetary commitment is required.

Section 9. Support for meeting coordination, research, contracting, billing, vendor monitoring, and other similar services will be provided by MnCCC staff.

Section 10. Notice of User Group or committee meetings must be provided via MnCCC's self-subscribed calendaring system called RSVP* ten (10) days prior to the meeting. Notice of a meeting may be waived, before, at, or after such meeting, in writing signed by each User Group member present. Meetings shall be held at the call of the User Group Chairperson. All User Group correspondence shall be sent via MnCCC's RSVP system.

Section 11. Notice of proposed Rules & Regulations changes must be provided to the county's delegate and User Group contact thirty (30) days prior to the meeting at which the vote on such proposed changes will take place. Changes to the User Group Rules and Regulations are subject to approval by the MnCCCBoard.

Article III

User Group Fees

Section 1. Members of the User Group agree to pay the dues established by the MnCCC Membership at the annual meeting in June. Membership dues and user group fees are distributed to members via RSVP in the annual Summary of Dues & Fees by July 15th each year for the next year.

Section 2. Advisory Committee member expenses shall be paid by each representative's county. Meeting expenses of the User Group shall be shared equally among its members.

Section 3. Software License Fees and Maintenance Fees will be presented to the User Group annually for review and approval.

Article IV.

Law Enforcement Enhancement Fund

Section 1. Fees may be collected for the Law Enforcement Enhancement Fund for future use of the User Group as approved by the User Group on an annual basis. Enhancement Fund Fees will be billed out by MnCCC as requested by the User Group. Enhancement Funds expenditures can be approved by the User Group upon by a simple majority of application users or User Group members, as appropriate, who are present at a duly called meeting.

Article VII.

Continued Membership

Section 1. A member intending to end its participation in the User Group shall so inform the MnCCC office in writing not less than thirty (30) days prior to the next regular support fee billing date.