RULES AND
REGULATIONS OF
THE
MINNESOTA COUNTIES COMPUTER
COOPERATIVE PROPERTY
INFORMATION USER GROUP (PIUG)

Adopted 2012
Adopted February 3, 2020
Approved February 7, 2022

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and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced or repealed.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 Property Information User Group (PIUG) are promulgated.

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Property Information User Group (PIUG)

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Mission: To identify, develop, and maintain integrated data systems that support counties and agencies in providing reporting, mapping, data sharing and analysis of GIS and other county/agency data to support our internal and external customers.

Vision: Create, implement and enhance effective and efficient property information software systems and data through active cooperation of the membership.

The Property Information User Group (PIUG) shall:

- Provide direction to the MnCCC Board regarding vendor selection and vendor contracts

- Determine and approve modifications or enhancements to existing software applications

- Identify the need for and requirements of new applications

- Conduct business necessary to the operation of the group

- Share financial obligations as defined in Bylaws

- Share knowledge

- Sustain membership

- Improve efficiencies for users

- Participate in the administration and functions necessary to sustain the group and software systems

- Actively solicit representation and input from all members

- Maintain integrity of the software systems

Article I: Purpose and Definitions of Members

Section 1. The purposes of the Property Information (PIUG) 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 PIUG User Group.

Section 2. Members of the PIUG User Group are Minnesota counties and cities; or other forms of local government benefitting from the services and contracts available under this user group. Membership in the PIUG User Group shall be defined as the following:

A. The PIUG User Group consists of members of MnCCC and participants in one or more of the contracts under PIUG.

B. Members.

- Members have filed written notification of intent to join the PIUG User Group with MnCCC;
- Participate in one or more of the contracts in the PIUG User Group; and
- Has identified the agency's PIUG User Group contacts or delegated representative(s) to receive notices of meetings by signing up with MnCCC's RSVP system.

Article II: Organization and Structure

Section 1. The PIUG User Group shall be organized as a PIUG User Group, Standing Committees, and designated Work Groups in order to conduct the business of the PIUG User Group.

A. The PIUG User Group delegates authority for action to the Standing Committees, and Work Groups including appointing chair/co-chair of work groups and standing committees

B. Assigns issues to specific work groups to address specific issues.

C. Recommend annual fees structure to be presented at the annual business meeting in June to be approved by the User Group.

Section 3. The PIUG User Group roles and responsibilities shall include the following:

A. Participating counties and agencies. One vote per participating member.

B. User Group will meet a minimum of (6) times a year, including the annual business meeting in June. Annual business meeting in June will include fees approval and annual election of officers.

C. Requires a quorum for any action requiring monetary commitment, contractual matters, approvals of minutes, agendas, financial reports, elections and other business matters for the User Group. (Quorum consists of 50% of Participating Member Agencies plus one.)

D. Approve all contracts.

All PIUG User Group Agencies will be encouraged to provide leadership for officer roles.

Section 4. PIUG User Group Appointed and Elected Positions, the Past Chair, Chairperson, and Vice Chairperson shall each be one-year rotating positions. The Recording Officer is a one-year position, not included in the rotation. Each year, at the annual business meeting, the Recording Officer and Vice Chair are elected. The Vice Chairperson will move to Chairperson, the Chairperson will move to Past Chairperson and the Past Chair will move off the Committee. In the event that one of the Officers, except for the Past Chair, leaves their position with more than six months remaining in the term, all officers will move up one position and the User Group (via meeting or email ballot) will elect a new Vice Chair to serve out the term. In the event that one of the Officers, except for the Past Chair, leaves their position with less than six months remaining in the term, all officers will move up one position and the Chairperson will appoint a temporary Vice Chair to serve out the term. In the event the Past Chair position becomes vacant the position will remain open until the next annual election.

A. Officers.

   1. PIUG User Group Chair. The roles and responsibility for the PIUG User Group Chair:

      a. Serves as chair for the User Group

      b. Sets dates for PIUG User Group Meeting meetings for the next 12 months by July 15th of the year they assume leadership.

      c. Calls meetings to order and runs meetings

      d. Develops agendas for User Group in coordination with the Vice Chair and past Chair

      e. Works with MnCCC staff to set and coordinate meetings and provides meeting notices, agendas, attendance and minutes for posting at MnCCC

      f. Provides User Group detailed annual report (written or in person) at MnCCC Annual Board meeting.

g. Signs change order requests on behalf of the User Group

2. PIUG User Group Vice-Chair. The roles and responsibility for the office of Vice Chairperson shall include:

   a. Automatically succeeds chair when chair becomes past-chair

   b. Annually reviews and updates rules and regulations

   c. Develops agenda for User Group in coordination with the Chair and past Chair

   d. Stands in when chair is absent

3. PIUG User Group Past Chair. The roles and responsibility for the office of Past Chair shall include:

   a. Serve one-year term in an advisory role to current chair

   b. Assists vice-chair in review and update of rules and regulations.

   c. Develops agenda for User Group in coordination with Chair and Vice Chair

4. PIUG User Group Recording Officer. The roles and responsibility for the office of the Recording Officer shall include:

   a. Take minutes at User Group Meetings

   b. Send minutes to MnCCC 10 business days prior to next PIUG User Group meetings

   c. Find a replacement in his/her absence

B. Appointed Positions.

   1. Information Services Support Group (ISSG) will appoint a member as PIUG User Group Liaison to act as a liaison between the PIUG User Group and the IT Staff of the ISSG Group.

   2. MnCCC Board will appoint a member as a PIUG User Group Liaison to act as a liaison between PIUG and the MnCCC Board.

Section 5. Each Member Agency participating in the PIUG User Group is entitled to only one vote. The Member Agency representative or his/her alternate may vote in the absence of the agency's delegate at PIUG User Group meetings.

Section 6. Any meeting may be conducted wholly or in part by one or more means of remote communication (conference, telephone, webcast or such alternative means as may be authorized by PIUG and where all attendees physically present at the meeting and those participating remotely may hear and communicate with each other during the meeting) provided that timely, valid notice is given, and the number of Voting Members so participating in such meeting is sufficient to constitute a quorum.

Any action required or permitted to be taken at a meeting may be taken by written action signed by written action (or electronic ballot cast) by the number of Voting Members that would be required to take same action as if at a meeting.

Section 7. Standing Committees roles and responsibilities shall be as follows:

1. Elect a Chair, and optionally a Co-chair

2. Report on issues important to the User Group

3. In order to determine quorums, agencies must commit to participation on Standing Committees and have been recognized by the PIUG User Group

4. Each PIUG User Group recognized agency participating on Standing Committees is entitled to one vote.

5. Standing Committees shall include the Membership Committee and the Training Committee. The user group may, at its discretion, allow Standing Committee approval for use of funds with an identified cap that would require full user group approval.

   - The Membership Committee will reach out to new and potential new members to answer questions and encourage participation as well as provide communication to counties, with the assistance of the MnCCC staff, to promote the activities of PIUG
   - The Training Committee with work with the user group to identify training needs. Once identified, the committee with work with the MnCCC staff to plan and coordinate the training.

6. There shall be a minimum of four participants during a meeting for each of the Standing Committees.

7. All member agencies are encouraged to participate in Standing Committees and register for the committees on RSVP.

8. Agency commitment to participate on a Standing Committee should be for at least ONE year.

9. Provide meeting notices, agendas, attendance, and minutes for posting at

MnCCC.

Section 8. Working Committee roles and responsibilities shall include the following:

1. Elect a Chair and optionally a Co-chair

2. Working Committee Chairs shall provide a committee status report to the PIUG User Group at user group meetings with the Co-Chair as an alternate.

3. Ensure minutes are taken at all meetings.

4. Report on issues important to the User Group.

5. Provide meeting notices, agendas, attendance, and minutes for posting at MnCCC.

Section 9. Meetings of the PIUG User Group may be called by the Chairperson, or the Vice Chairperson in the absence of the Chairperson, or by request of a simple majority of the Member Agencies. Meetings of the Standing Committees/Work Groups may be called by the Committee Chair, Co-chair or by request of a simple majority of the agencies that the PIUG User Group has recognized as being members of that Standing Committees/Work Groups. All PIUG User Group, Standing Committees/Work Groups and other committees' meetings are open to anyone who is interested and will comply with the Minnesota open meeting laws. Meetings will be conducted according to Robert's Rule of Order.

Section 10. A quorum shall exist when fifty percent (50%) plus one (1) of the agencies or elected representatives, within the PIUG User Group, Standing Committee and Work Groups present at a duly called meeting. A quorum is needed in order to conduct business of the PIUG User Group.

Section 11. Additional costs to users or general business of the PIUG User Group may be acted upon by a simple majority of Member Agencies, as appropriate, who are present at a duly called meeting or ballot. Approval of such costs or changes shall also be allowed by email, mail or telephone ballot to the PIUG User Group Member Agency. Such email, mail or telephone approval may take place only upon authorization of the PIUG User Group. Any business involving monetary commitment or contractual matters (e.g., RFP approval, vendor selection, contract approval, etc.) requires a quorum of the PIUG User Group.

Section 12. The MnCCC Board, elected by and acting on behalf of the MnCCC Membership, approves all expenses and monetary commitments.

Section 13. Support for meetings, mailings, research, contracting, billing, vendor monitoring, and other similar services will be provided by MnCCC staff.

Section 14. Notice of PIUG User Group, Work Groups/Standing Committees must be provided ten (10) days prior to the meeting. Notice of a meeting may be waived before, at, or after such meeting. All PIUG User Group correspondence shall be via MnCCC's RSVP system. Counties/Agencies are responsible for signing up with RSVP to receive announcements and

notices of meetings and trainings. Meeting minutes shall be generated for all PIUG User Group, Standing Committee and Work Group meetings by the designated recorder and distributed to all PIUG User Group agencies.

Section 15. The PIUG User Group may meet more often as needed to address business issues and to ensure the proper functioning of the PIUG User Group. Work Group and Standing Committees shall meet as frequently as is reasonable and as needed to perform the functions assigned to them.

Section 16. Annual PIUG User Group Meeting. The PIUG User Group's Annual Meeting will be held in or about June of each year. The Annual PIUG User Group Meeting will include annual election of Officers, approval of Standing Committee and Work Group Chairs, and any other necessary appointments.

Article III: PIUG User Group Fees and Costs

Section 1. Members of the PIUG User Group agree to pay the dues established by the MnCCC Board of Directors as provided for in Article X., Sections 2 and 4 of the MnCCC Bylaws.

Section 2. Members of the PIUG User Group are responsible for all fees associated with the contracts that they participate in.

Section 3. In the event the PIUG User Group approves either global or participatory enhancements, Member Agencies are required to meet the financial obligations as approved by the PIUG User Group. Payment for enhancements may be split in a variety of methods, including, but not limited to: payment by participating agencies only; equal split of the total cost; an amount agreed upon by each agency, which may not be equal; split of cost based by agency size or need for the enhancement.

Section 4. All travel, lodging, and meal expenses incurred by members of the User Group shall be paid by their respective agencies, except, mileage expenses incurred by members of the PIUG User Group Officers and both the Standing and Working Committees shall be paid by the User Group. User Group Officers and Standing and Working Committee members shall submit expenses to the MnCCC and shall be paid by the User Group. Reimbursement shall be governed by MnCCC policy.

Article IV

Section 1.   A member intending to end its participation in the User Group shall inform the MnCCC office in writing not less than ninety (90) days prior to the User Group Annual Meeting. PIUG members are responsible for all fees and expenses incurred by the User Group prior to the date the withdrawal becomes effective.

Section 2.   A member that does not pay its assessed fees in a timely manner or violates the conditions of software agreements or licenses, may be terminated by majority vote of the User Group.

Article V

Section 1.   These Rules and Regulations may be amended by the User Group subject to approval by the MnCCC Board. Notice of any proposed changes in the Rules and Regulations must be provided in writing to each member agency at least thirty (30) days in advance of any vote to amend or change this document.

Section 2. These rules are subject to approval by the MnCCC Board.

(End of PIUG Rules and Regulations)