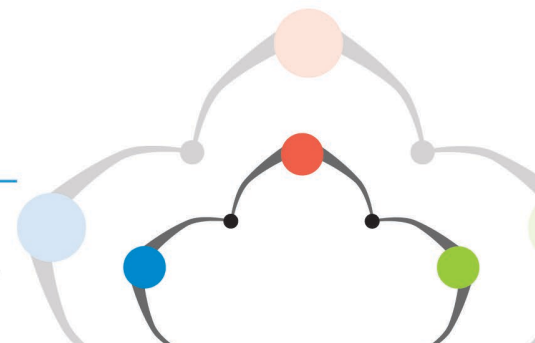


RULES AND REGULATIONS OF THE MINNESOTA COUNTIES COMPUTER COOPERATIVE FINANCE & GENERAL GOVERNMENT USER GROUP

(Amended June 13, 1985)
(Amended June 12, 1986)
(Amended June 12, 1987)
(Amended June 10, 1988)
(Amended February 14, 1989)
(Amended June 9, 1989)
(Amended June 6, 1990)
(Amended June 12, 1991)
(Amended June 10, 1992)
(Amended June 11, 1993)
(Amended June 4, 1998)
(Amended June 6, 2002)
Amended June 8, 2016
Amended June 7, 2017
Amended June 5, 2019
Approved June 6, 2023

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In accordance with Article V., Section I. of the Minnesota Counties Computer Cooperative (MnCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Finance & General Government User Group are promulgated.

Article I: Purpose

Section I.

The purposes of the Finance and General Government (F&GG) 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.

Section II.

Vision: The vision of the Finance & General Government (F&GG) User Group is to provide products and contracts to support the roles of county employees within auditor/treasurer, finance, elections, and other general government offices.

Section III.

Role: The group provides direction to the MnCCC Board regarding vendor selection and contracts, along with collaborating with User Group members to identify needs for new solutions and conducting business to uphold contract requirements with cost-effective measures.

Article II: Membership

Section I.

Minnesota counties and cities, with approval by the F&GG User Group, are eligible to become members of the F&GG User Group. All members must have either: 1) participate in one or more of the F&GG User Group contract and 2) have paid all appropriate financial obligations associate with contract participation including MnCCC membership fees and user group approved fees. The amount of financial participation paid by members or the cost of distribution for an application system development project or optional module is determined by the User Group.

Article III: Organization and Structure

Section I.

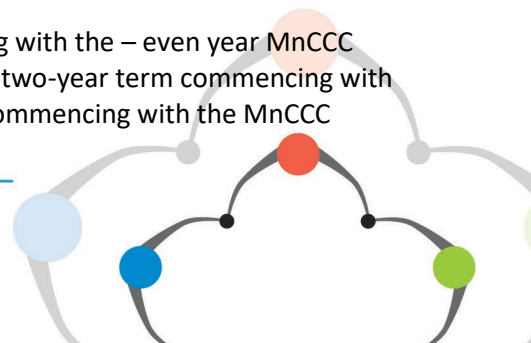
The User Group shall elect from among its members a Chairperson, Vice Chairperson, and Recording Officer.

Section 2.

There shall be an Advisory Committee consisting of one representative and one alternate, who may vote only in the absence of the representative, one from Regions 1 and 2 (North), one from regions 3 and 4 (South) and two at large representatives, plus the User Group Chairperson, Vice Chairperson, Recording Officer, an ex-officio representative of the MnCCC Board (Board Liaison), and ex-officio ISSG member(s) (ISSG Liaison(s)) elected by the ISSG User Group. The ex-officio members shall have no vote on the Advisory Committee.

Section 3.

Chair and North rep and one at large rep shall serve a two-year term commencing with the – even year MnCCC Annual Meeting. The Vice Chair and South Rep and one at large rep shall serve a two-year term commencing with the odd year MnCCC Annual Meeting. The recorder shall serve a one-year term commencing with the MnCCC



Annual meeting each year. Any officer or regional representative to the Advisory Committee must represent a county which has installed the Integrated Financial System (IFSpi) and receives support through the MnCCC User Group and its approved vendor.

Section 4.

User Group Chair or their designee may attend the National GFOA Conference with expenses paid for out of the user group enhancement fund. Officers and Advisory Committee members may attend the MN GFOA with expenses paid for out of the user group enhancement fund.

Section 5.

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

Section 6.

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

Section 7.

Attendees at meetings shall have one vote per county or agency. Those voting will be representing their county or agency's interests.

Section 8.

In case of a vacancy in an officer position, the officers would rotate, and a recording officer shall be appointed by the Advisory Committee to complete the vacant term.

Section 9. Enhancement/Change Requests

9.1. General Government.

The Advisory Committee shall have authority to approve any Software program changes or enhancements to the General Government programs that can be accomplished under the flat fee charge of the vendor supporting the system. The Advisory Committee shall also have discretionary authority to spend money from the Enhancement Funds for the General Government programs described in Article III., Section 4, below, for enhancements to the corresponding systems. A simple majority of Advisory Committee members may pass an issue.

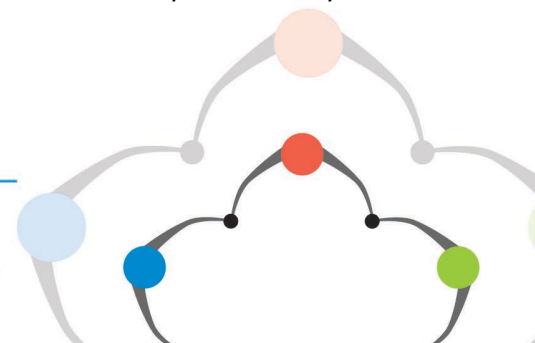
The User Group Chair shall have the authority to authorize the use of up to 25 hours of contracted technical/developmental hours available as part of the support agreement, for the completion of a project without the need for a meeting of the Advisory Committee. Such use shall be reported at the next Advisory or User Group Meeting.

9.2. Integrated Financial System.

Enhancement requests pertaining to IFSpi shall be considered by the Advisory Committee and either denied or forwarded to the Joint IFS Committee (JIC) for discussion and action.

9.3. Paymate.

Enhancement requests pertaining to the Paymate payroll system shall be referred by the Advisory Committee to Avenu of Waite Park Minnesota.



9.4. Treasurer's Financial System.

Enhancement requests pertaining to the Treasurer's Financial System shall be referred directly to Avenu.

9.5. Optimum Solutions.

Optimum Solutions shall be a standing committee under the Finance and General Government User Group consisting of participating counties. Standing Committee shall have officers and their own enhancement fund. Officers and enhancement fund fees will be reported and approved by the full user group at the annual business meeting.

9.6. Elections Committee.

The Elections Committee shall include members participating in elections software and hardware contracts. The Elections Committee shall be a standing committee under the Finance and General Government User Group consisting of participating counties. Standing Committee shall have officers and their own enhancement fund. Committee shall be responsible for contract negotiations, notices and training coordination with the contracted vendors and MnCCC staff. Officers and enhancement fund fees will be reported and approved by the full user group at the annual business meeting.

9.7. Other Software Solutions.

With approval by the F&GG Advisory Committee and MnCCC Board, Finance and General Government may add new software contracts to the user group with optional participation. As needed, these users may form a standing committee under the Finance and General Government User Group consisting of participating counties. Standing Committee shall have officers and their own enhancement fund. Officers and enhancement fund fees will be reported and approved by the full user group at the annual business meeting.

Section 10.

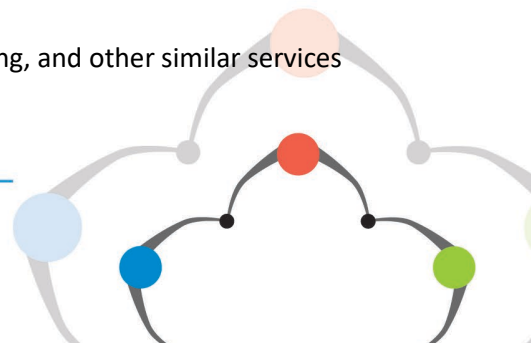
Minor enhancements to the General Government programs involving small additional costs to users or general business of the User Group may be acted upon by a simple majority of application users or User Group members, as appropriate, who are present at a duly called meeting. Approval of such changes shall also be allowed by email ballot to the user group member county/agencies using that application. Such email approval may take place only upon authorization of the User Group Advisory Committee. 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 with the advice of the User Group Advisory Committee.

Section 11.

Finance and General Government Advisory Committee approval of any additional expense or monetary commitment is required.

Section 12.

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



Section 13.

Notice of User Group or committee meetings must be provided via MnCCC’s RSVP system ten (10) days prior to the meeting. Notice of a meeting may be waived either before, at, or after such meeting, in writing signed by each User Group member.

Meetings shall be held at the call of the User Group Chairperson. All User Group correspondence shall be sent by RSVP; county’s delegates need to be registered in RSVP to receive notices.

Section 14.

Each participating member must have at least one representative from their county/agency signed up on MnCCC’s RSVP system to receive user group notifications.

Section 15.

The User Group shall meet a minimum of one time per year in June to hold a business meeting to deal with policy, contract, and financial issues. Officers shall be elected and an annual budget adopted at the annual meeting. Business will be conducted and decisions made by vote of the majority of members present.

Section 16.

The Advisory Committee will meet at a minimum quarterly. Meeting times and locations shall be coordinated by the Chairperson with MnCCC staff.

Section 17.

Working Committees shall meet on an as needed basis. Meeting times and locations shall be coordinated by the Chairperson with MnCCC staff.

Article IV: User Group Fees

Section 1.

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

Section 2. Expense Reimbursement

2.1. Meeting Expenses.

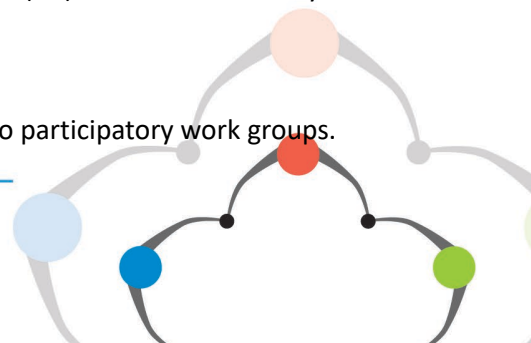
Meeting expenses incurred by Advisory Committee members (including the Technical Advisor) for attending Advisory Committee meetings shall be reimbursed at actual cost to the county for travel, meal, and lodging expenses. Advisory Committee members shall submit travel, lodging, and meal expense accounts in December of each year for reimbursement by MCCC to the county. Advisory Committee members' expenses and meeting expenses of the User Group shall be shared equally by all members of the User Group.

2.2. Reimbursement.

The reimbursement policy described in Section 2.1. above shall also pertain to –MnCCC members appointed to serve on the Joint Integrated Financial System Committee (JIC) whether or not they are members of the Finance/ General Government Advisory Committee.

2.3 Participatory Workgroups.

The reimbursement policy described in Section 2.1 does also pertain to participatory work groups.



Section 4.

Participatory Work Groups or new software packages may form their own participatory work group through the F&GG User Group. They can elect officers, schedule meetings, and make the decisions necessary for their participatory work group.

Section 5.

Required Contract Ratification. Members of the F&GG User Group agree to pay the dues established by the MnCCC Board as provided for in Article X., Section 2 and 4 of the MnCCC Bylaws. The Maintenance and Support Contract shall be ratified by the Governing Board of each Member Agency within 90 days after signing by MnCCC and the chair. Voting rights and enhancement rights will be placed on hold for agencies without a ratification statement on file after the 90-day period unless this is waived by the Chair of the F & GG User Group due to extenuating circumstances. Member agencies may not submit request for participatory enhancements without a contract ratification on file with MnCCC. Member Agencies must promptly pay the assigned rates for maintenance and support when billed by MnCCC.

Article V: Termination

Section 1.

A member intending to end its participation in the User Group must meet the requirements as defined in their participating contract. Proper notification to MnCCC is required and at a minimum shall be no less than ninety (90) days prior to the User Group Annual Meeting. User Group members are responsible for all fees and expenses incurred by the User Group prior to the date the withdrawal becomes effective.

Section 2.

Any member that leaves the User Group and later asks to rejoin the User Group shall pay the lower of a new financial interest, full license fee, or the proportional share of all software improvements, including enhancements and development projects that have occurred since the agency terminated its involvement. In no case shall this financial obligation be less than that for which the agency would have been responsible if it had not terminated.

Article VI: Amendments

Section 1.

These rules may be amended by the full User Group as appropriate, subject to approval by the MnCCC Board.

