Minnesota Counties Computer Cooperative (MnCCC)

Finance & General Government 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supplementary and cannot conflict with or be inconsistent with MnCCC Bylaws and may be modified, replaced, or repealed.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 Article V., Section 1, of the Minnesota Counties Computer Cooperative (MnCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Finance and General Government (F&GG) User Group are promulgated.

Article I. Purpose

Section 1. Purpose

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 2. 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 3. 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 1. Officers

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

Section 2. Advisory Committee

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 Chair, Vic-Chair, 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. Terms

The Chair and Northern representative and one at large representative shall serve a two-year term commencing with the even-year MnCCC Annual Meeting. The Vice-Chair and Southern Representative and one at-large representative shall serve a two-year term commencing with the odd-year MnCCC Annual Meeting. The Recording Officer shall save 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. Conference Attendance Expenses

The User Group Chair or their designee may attend the National GFOA Conference with expenses paid 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. Voting

User Group representatives may vote only on decisions that affect applications used in their county or on general business of the User Group. Each county participating in the User Group is entitled to only one vote. Attendees at meetings shall have one vote per county or agency. Those voting will represent their county or agency’s interests.

Section 6. Vacancies

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 7. Enhancement/Change Requests

Subdivision 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 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, whichever comes first.

Subdivision 2. Integrated Financial System (IFS)

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

Subdivision 3. Paymate

Enhancement requests pertaining to the Paymate payroll system shall be referred to by the Advisory Committee to Neumo.

Subdivision 4. Treasurers' Financial System

Enhancement requests pertaining to the Treasurers' Financial System shall be referred directly to Neumo.

Subdivision 5. 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. The 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 8. Enhancements

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 electronic ballot to the User Group member counties/agencies using that application. Such electronic 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 more than half 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 Chair with the advice of the User Group Advisory Committee.

Section 9. Additional Expenses

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

Section 10. MnCCC Staff

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

Section 11. Meeting Notices

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 Chair. All User Group correspondence shall be sent by RSVP; counties' delegates must be registered on RSVP to receive such notices. Each participating member must have at least one representative from their county/agency signed up on RSVP to receive User Group notifications.

Section 12. Minimum Meeting Requirements

The User Group shall meet a minimum of one time per year to deal with policy, contract, and financial matters. 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. The Advisory Committee will meet at least quarterly. Meeting times and locations shall be coordinated by the Chair with MnCCC staff. Working Committees shall meet on an as needed basis. Meeting times and locations shall be coordinated by the Committee Chair with MnCCC staff.

Article III: User Group Fees

Section 1. Pay Schedule

Members of the User Group agree to pay the dues established by the MnCCC Board as provided for in the MnCCC Bylaws.

Section 2. Expense Reimbursement

Meeting expenses incurred by Advisory Committee members (including the ISSG Liaison) for attending Advisory Committee meetings shall be reimbursed at actual cost to their respective counties 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 MnCCC 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. This reimbursement policy shall also pertain to MnCCC members appointed to serve on the Integrated Financial System (IFS) Advisory Committee whether or not they are members of the Finance and General Government Advisory Committee. The policy shall also pertain to participatory workgroups.

Section 3. Participatory Workgroups

Users of new software packages may form their own participatory workgroup through the F&GG User Group. They can elect officers, schedule meetings, and make the decisions necessary for their participatory workgroup.

Section 4. Required Contract Ratification

Members of the F&GG User Group agree to pay the dues established by the MnCCC Board as provided for in 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 IV: Termination

Section 1. Termination Requirements

A member intending to end its participation in the User Group must meet the requirements as defined in their respective contract(s). 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. Reinstatement

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 V: Amendments

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