



Minnesota Counties Computer Cooperative (MnCCC)

Property Information User Group (PIUG)

Rules and Regulations

Adoptions and Revisions

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Introduction

MnCCC Membership

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and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced, or repealed.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

Property Information User Group (PIUG)

Mission

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

Vision

To create, implement, and enhance effective and efficient property information software systems and data through active cooperation of the membership.

Roles of the Property Information User Group

- 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 the Bylaws
- Share knowledge

- Sustain membership
- Improve efficiency 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. Purposes

The purposes of the Property Information User Group (PIUG) are to provide direction to the MnCCC Board regarding vendor selection and 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.

Section 2. Members and Users

Members of the PIUG 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 shall be defined as the following:

- A. The PIUG consists of members of MnCCC and participants in one or more of the contracts under PIUG
- B. Members must participate in one or more of the contracts in the PIUG

Article II. Organization and Structure

Section 1. Organization

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

- A. The User Group delegates authority for action to the Standing Committee and Work Groups, including appointing a Chair/Co-Chair of such committees/groups
- B. Assigns issues to specific Work Groups to address specific issues
- C. Recommend annual fee structure to be presented at the Annual Business Meeting in June, which will be approved by the User Group

Section 2. Roles and Responsibilities

The PIUG roles and responsibilities shall include the following:

- A. Participating counties and agencies have one (1) vote per participating member

- B. User Group will meet a minimum of three (3) times per year, including the Annual Business meeting, during which the fee schedule will be approved, and officers will be elected
- C. Business will be conducted and decisions will be made by vote of the majority of voting members present. Decisions include, but are not limited to, action requiring monetary commitment, contractual matters, approvals of minutes, agendas, financial reports, elections, and other business matters for the User Group
- D. Approve all contracts
- E. All PIUG member agencies will be encouraged to provide leadership for officer and/or committee roles

Section 3. Officer Elections and Rotations

PIUG appointed and elected positions – the Past-Chair, Chair, and Vice-Chair – shall each be one-year rotating positions. The Recording Office is a one-year position, not included in the rotation. At each Annual Business Meeting, the Recording Officer and Vice-Chair shall be elected. The Vice-Chair shall move to Chair, the Chair shall move to Past-Chair, and the Past-Chair shall move off the User Group. If one of the Officers (except the Past-Chair) leaves their position with more than six (6) months remaining in the term, all officers will move up one position, and the User Group (via meeting or email ballot) shall elect a new Vice-Chair to serve out the term. If one of the Officers (except the Past-Chair) leaves their position with less than six (6) months remaining in the term, all officers will move up one position, and the Chair shall appoint a temporary Vice-Chair to serve out the term. If the Past-Chair position becomes vacant, the position shall remain open until the next Annual Business Meeting.

Subdivision 1. Officers

- A. PIUG Chair. The roles and responsibilities of the User Group Chair are as follows:
 - Serve as Chair for the User Group
 - Set dates for PIUG meetings for the next twelve (12) months by July 15 of the year they assume leadership
 - Call to order and run meetings
 - Develop agendas for the User Group in collaboration with the Vice-Chair and Past-Chair
 - Work with MnCCC staff to set and coordinate meetings, and provide meeting notices, agendas, attendance, and minutes for posting at MnCCC
 - Provide detailed annual report for the User Group (written or in-person) at the MnCCC Membership Meeting
 - Sign Change Order requests on behalf of the User Group

- B. PIUG Vice-Chair. The roles and responsibilities of the User Group Vice-Chair are as follows:
- Automatically succeed Chair when Chair becomes Past-Chair
 - Annually reviews and updates Rules and Regulations
 - Develop agendas for the User Group in collaboration with the Chair and Past-Chair
 - Stand in when Chair is absent
- C. PIUG Past-Chair. The roles and responsibilities of the User Group Past-Chair are as follows:
- Serve one-year term in an advisory role to the current Chair
 - Assist Vice-Chair in review and update of Rules and Regulations
 - Develop agendas for the User Group in collaboration with the Chair and Vice-Chair
- D. PIUG Recording Officer. The roles and responsibilities of the User Group Recording Officer are as follows:
- Take minutes at User Group meetings
 - Send minutes to MnCCC no less than ten (10) days prior to the next PIUG meeting
 - Find a replacement notetaker in their absence

Subdivision 2. Appointed Positions

- A. ISSG Liaison. The Information Services Support Group (ISSG) shall appoint a member as PIUG liaison to act as the liaison between the PIUG members and the IT staff of the ISSG.
- B. MnCCC Board Liaison. The MnCCC Board shall appoint a member as PIUG liaison to act as the liaison between the PIUG members and the MnCCC Board.

Section 4. Standing Committees

The roles and responsibilities of Standing Committees shall include the following:

- A. Elect a Chair and, optionally, a Co-Chair
- B. Report on issues important to the User Group
- C. Agencies must commit to participating in Standing Committees and have been recognized by the PIUG
- D. Each PIUG recognized agency participating in Standing Committees is entitled to one (1) vote
- E. Standing Committees shall be added as the User Group sees fit. 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
- F. There shall be a minimum of four (4) participants during a meeting for each Standing Committee

- G. All member agencies are encouraged to participate in Standing Committees and register to receive notification through RSVP
- H. Agency commitment to participate on a Standing Committee shall be for at least one (1) year
- I. Provide meeting notices, agendas, attendance, and minutes for posting at MnCCC

Section 5. Work Groups/Working Committees

The roles and responsibilities of Work Groups/Working Committees shall include the following:

- A. Elect a Chair and, optionally, a Co-Chair
- B. Work Group/Working Committee Chairs and/or Co-Chairs shall provide a committee status report to the PIUG at User Group meetings
- C. Ensure minutes are taken at all meetings
- D. Report on issues important to the User Group
- E. Provide meeting notices, agendas, attendance, and minutes for posting at MnCCC

Section 6. Meetings of the User Group

Meetings of the PIUG may be called by the Chair (or the Vice-Chair in the Chair's absence), or by request of a simple majority of the Voting Members. 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 has recognized as members of such committee. All User Group, Standing Committee, Work Group, and other meetings are open to any who is interested, and will operate in accordance with Minnesota Open Meeting Law. Meetings will be conducted according to Robert's Rules of Order.

Notice of User Group, Standing Committee, Work Group, or other meetings must be provided three (3) days prior to the meeting. Notice of a meeting may be waived before, at, or after such meeting. All PIUG correspondence shall be via MnCCC's RSVP system. Counties and agencies are responsible for signing up for RSVP to receive announcements and notices of meetings and training. Meeting minutes shall be generated for all User Group, Standing Committee, and Work Group meetings by the designated recorder and distributed to all PIUG agencies.

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

Section 7. Conducting Business

For all User Group, Standing Committee, and Work Group meetings, business will be conducted and decisions will be made by vote of the majority of members present.

Additional costs to Users or general business of the PIUG may be acted upon by a simple majority of Voting Members, as appropriate, who are present at a duly called meeting or upon a ballot. Approval of such costs or charges shall also be allowed by electronic ballot to the PIUG Member Agency. Such approval may take place only upon authorization of the PIUG. Any decisions involving monetary commitment or contractual matters (e.g. RFP approval, vendor selection, contract approval, etc.) will be made by vote of the majority of members present.

Section 8. Voting

Each Member Agency participating in the PIUG is entitled to only one (1) vote. The Member Agency representative or their alternate may vote in the absence of the agency's delegate at the PIUG meetings.

Section 9. Meeting Means

Any meeting may be conducted wholly or partly by one or more means of remote communication, so long as all attendees physically present at the meeting and those attending remotely may hear and communicate with each other during the meeting. Hybrid or remote meetings may occur provided that timely, valid notice is given. Business will be conducted and decisions will be made by vote of the majority of members present.

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

Section 10. Annual Meeting

The Annual PIUG Meeting will be held each year. The Annual PIUG Meeting will include the election of officers, approval of the Standing Committee and Work Group Chairs, and any other necessary appointments. The User Group shall also approve the fees for the upcoming year.

Section 11. MnCCC Board

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

Section 12. MnCCC Staff

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

Article III: User Group Fees and Costs

Section 1. Membership Dues

Members of the Property Information User Group (PIUG) agree to pay the dues as established by the MnCCC Board in the MnCCC Bylaws.

Section 2. Contract Fees

Members of the Property Information User Group (PIUG) are responsible for all fees associated with the contracts in which they participate.

Section 3. Enhancements

In the event the PIUG approves either global or participatory enhancements, Member Agencies are required to meet the financial obligations as approved by the 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 on agency size or need for the enhancement.

Section 4. Expenses

All travel, lodging, and meal expenses incurred by members of the User Group shall be paid by their respective agencies; however, mileage expenses incurred by User Group Officers and by both Standing Committees and Work Groups shall be paid by the User Group. Officers and Committee and Work Group members shall submit expenses to MnCCC, whose reimbursement shall be governed by MnCCC's reimbursement policy.

Article IV: Termination

Section 1. Ending Participation

A member intending to end participation in the Property Information User Group (PIUG) shall inform MnCCC in writing no less than ninety (90) days prior to the Annual User Group Meeting. PIUG members are responsible for all fees and expenses incurred by the User Group prior to the date the withdrawal is effective.

Section 2. Termination

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: Amendments

Section 1. Requirements

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.