



Minnesota Counties Computer Cooperative (MnCCC)

# Tyler User Group

Rules and Regulations

Adoptions and Revisions

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## **Introduction**

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and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced, or repealed.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 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 Tyler User Group are promulgated.

## **Article I. Purpose**

### **Section 1. Mission**

The mission of the Tyler User Group is to work with our vendor partner to ensure our Members have an accurate and complete Land Records System, including Tax and CAMA, to meet required taxpayer, state, and MNDOR recording and reporting requirements.

### **Section 2. Vision**

The vision of the Tyler User Group is to implement, update, and collaborate with Member Counties/Agencies to provide effective and efficient property information software systems and data through active cooperation of the Membership.

### **Section 3. Purpose and Responsibilities**

The purpose of the Tyler User Group is 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; to share financial obligations as defined in the MnCCC Bylaws; to share knowledge; to sustain membership and participate in the administration and functions necessary to sustain the group and software systems; to actively solicit representation and input from all members; to improve efficiencies for

users; to maintain integrity of the software systems; and to conduct business necessary to the operation of the Tyler software.

#### **Section 4. Members**

Members of the Tyler User Group are Minnesota Counties and cities; or other forms of local government benefiting from the services and contracts available under this User Group. Membership in the Tyler User Group shall be defined as the following:

- A. The Tyler User Group consists of Members of MnCCC and participants in one or more of the contracts under Tyler User Group
- B. Members
  - Members have filed written notification of intent to join the Tyler User Group with MnCCC;
  - Participate in one or more of the contracts in the Tyler User Group; and
  - Has identified the Agency's Tyler 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. Organization**

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

- A. The Tyler 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. Recommends annual fee structure to be presented at the annual business meeting and approved by the User Group

### **Section 2. Roles and Responsibilities**

The Tyler User Group roles and responsibilities shall include the following:

- A. Participating counties and agencies are entitled to one (1) vote per participating Member
- B. The User Group will meet a minimum of (6) times a year, including the annual business meeting. The annual business meeting will include the approval of fees 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 more than half of all Participating Member Agencies)

- D. Approve all contracts - Contract renewals and changes will be voted on by participating Members in such contract only. A quorum of participating Members will be required to approve any changes

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

### **Section 3. Elected and Appointed Positions**

The Past-Chair, Chair, and Vice-Chair shall each be one-year rotating positions. The Recording Officer shall be 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-Chair will move to Chair, the Chair will move to Past-Chair, 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 (6) 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 (6) months remaining in the term, all officers will move up one position, and the Chair 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.

#### **Subsection A. Elected Positions**

- The roles and responsibilities for the office of **User Group Chair** shall include:
  - Serving as Chair for the User Group
  - Setting dates for Tyler User Group meetings for the next twelve (12) months by July 15 of the year they assume leadership
  - Calling meetings to order and running meetings
  - Developing agendas for User Group in coordination with the Vice-Chair and Past-Chair
  - Working with MnCCC staff to set and coordinate meetings and provides meeting notices, agendas, attendance and minutes for posting at MnCCC
  - Providing detailed annual User Group report (written or in person) at MnCCC Annual Board meeting
  - Signing change order requests on behalf of the User Group
- The roles and responsibilities for the office of **User Group Vice-Chair** shall include:
  - Automatically succeeding Chair when Chair becomes Past-Chair
  - Annually reviewing and updating Rules and Regulations
  - Developing agenda for User Group in coordination with the Chair and Past-Chair
  - Standing in when Chair is absent

- The roles and responsibility for the office of **User Group Past-Chair** shall include:
  - Serving one-year term in an advisory role to current Chair
  - Assisting Vice-Chair in review and update of rules and regulations
  - Developing agenda for User Group in coordination with Chair and Vice-Chair
- The roles and responsibilities for the office of the User Group Recording Officer shall include:
  - Taking minutes at User Group meetings
  - Sending minutes to MnCCC no less than 10 business days prior to next Tyler User Group meeting.
  - Finding a replacement in their absence.
  - Automatically succeeding Vice-Chair when Vice-Chair becomes Chair.
  - To ensure a balance of tax roles on the Advisory Committee, the role of Recording Officer will rotate each year between Assessor and Auditor/Treasurer offices in the following rotation:
    - 2026 – Auditor/Treasurer
    - 2027 – Assessor
    - 2028 – Auditor/Treasurer
    - 2029 – Assessor
    - 2030 – Auditor Treasurer

#### *Subsection B. Appointed Positions*

- The Information Services Support Group (ISSG) will appoint a member to act as the **ISSG Liaison** between the Tyler User Group and ISSG Group
- MnCCC Board will appoint a member to act as the **MnCCC Board Liaison** between Tyler User Group and the MnCCC Board

### **Section 5. Voting**

Each Member Agency participating in the Tyler User Group 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 Tyler User Group meetings.

### **Section 6. Meeting Means**

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 Tyler User Group 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. Conducting Meetings**

Meetings of the Tyler User Group may be called by the Chair, the Vice-Chair in the absence of the Chair, or by request of a simple majority of User Group Members. Meetings of the committees/workgroups may be called by the Committee Chair, Co-chair, or by request of a simple majority of the agencies that the Tyler User Group has recognized as being members of that committee/workgroup. Meetings will be conducted according to Robert's Rule of Order. All Tyler User Group meetings are open to anyone who is interested and will comply with Minnesota Open Meeting Law.

Meetings of the User Group and Committees must comply with the following:

- A. Proper timely notice must be given in advance of the meeting on MnCCC's RSVP system
- B. Schedules for regular meetings will be kept on MnCCC's RSVP system
- C. Written notice of special meetings and specifics must be released in a timely fashion
- D. Good faith efforts will be made to notify the User Group and public of emergency meetings
- E. The public may be able to attend and observe from any location, whether in-person or by remote communication
- F. Materials are made available to the public on MnCCC's RSVP system
- G. All Voting Members, whether attending in-person or by remote location, are able to see and hear all discussion and testimony
- H. Proper notice given to MnCCC when Voting Member's attendance location does not match that provided on RSVP

In accordance with Minnesota Open Meeting Law (Mn. Stats. §13D), MnCCC meetings are required to have written documentation of business conducted, votes, actions taken, and appropriation of money. MnCCC does not allow the transcription, recording, or AI summarization of any meeting of its User Groups, committees, subcommittees, communities of practice, or other groups. Vendors and others attending meetings shall not be permitted to utilize an AI notetaker to attend either in their place or to supplement their attendance. Recording exceptions may apply for training sessions and demos, so long as the User Group's or vendor's intellectual property is not at risk.

## **Section 8. Committee and Workgroup Roles and Responsibilities**

The roles and responsibilities of committees and workgroups under the Tyler User Group are as follows:

- A Chair shall be elected among the members of such committee/workgroup. A Co-Chair may be elected to assist in the role
- Issues important to the User Group shall be presented for discussion at User Group meetings
- To determine quorums, agencies are encouraged to participate in committees/workgroups recognized by the Tyler User Group. Such members shall be entitled to one vote at committee/workgroup meetings. Such members shall commit to participate on a committee/workgroup for at least one year
- There shall be at least two (2) Standing Committees: Membership and Training. 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 MnCCC staff, and to promote the activities of the Tyler User Group. The Training Committee will work with the User Group to identify training needs. Once identified, the committee will work with MnCCC staff to plan and coordinate training
- There shall be a minimum of 4 members participating during a meeting for each of the committees/workgroups. Member agencies may serve on any of the committees/workgroups and may participate on more than one. All Member agencies are encouraged to participate in Committees and register for their respective notifications on RSVP
- Meeting notices, agendas, attendee lists, and minutes shall be provided for posting at MnCCC

## **Section 9. Quorum**

A quorum shall exist when more than half of the Agencies or elected representatives, within the Tyler User Group, Standing Committee and Work Groups present at a duly called meeting. A quorum is needed in order to conduct the business of the Tyler User Group.

## **Section 10. Costs and Funding**

Additional costs to users or general business of the Tyler 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 Tyler User Group Member Agency. Such email, mail or telephone approval may take place only upon authorization of the Tyler User Group. Any business involving monetary commitment or contractual matters (e.g., RFP



approval, vendor selection, contract approval, etc.) requires a quorum of the Tyler User Group.

### **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, mailings, research, contracting, billing, vendor monitoring, and other similar services will be provided by MnCCC staff.

### **Section 13. Meeting Notices**

Notice of Tyler User Group, Committee/Workgroup meetings must be provided ten (10) days prior to the meeting. Notice of a meeting may be waived before, at, or after such meeting. All Tyler User Group correspondence shall be via MnCCC's RSVP system. Counties/Agencies are responsible for signing up with RSVP to receive announcements and notices for meetings and training. Meeting minutes shall be generated for all Tyler User Group, Standing Committee and Work Group meetings by the designated recorder and distributed to all Tyler User Group Agencies.

### **Section 14. Meeting Frequency**

The Tyler User Group may meet more often as needed to address business issues and to ensure the proper functioning of the Tyler 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 15. Annual Meeting**

The Tyler User Group's Annual Meeting will be held each year, typically at the MnCCC Annual Conference. The Annual Tyler User Group Meeting will include annual election of Officers, approval of Standing Committee and Work Group Chairs, and any other necessary appointments.

## **Article III: Tyler User Group Fees and Costs**

### **Section 1. Dues**

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

### **Section 2. Fees**

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

### **Section 3. Financial Obligations to the User Group**

In the event the Tyler User Group approves either global or participatory enhancements, Member Agencies are required to meet the financial obligations as approved by the Tyler 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. Reimbursements**

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 Tyler User Group Officers and both the Committees and Workgroups shall be paid by the User Group. User Group Officers and Committee/Workgroup Members shall submit expenses to the MnCCC and shall be paid by the User Group. Reimbursement shall be governed by MnCCC policy.

## **Article IV: Termination**

### **Section 1. Member Termination Requirements**

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. Tyler 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. Outstanding Fees**

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. Amendments**

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