

**RULES AND REGULATIONS
OF THE
MINNESOTA COUNTIES COMPUTER COOPERATIVE
MANATRON TAX USER GROUP**

Adopted June 6, 2007
Approved June 4, 2008
Approved January 31, 2011

In accordance with Article V., Section I. of the Minnesota Counties Computer Cooperative (MCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Manatron Tax User Group are promulgated.

Article I

Purpose

Section 1. The purposes of the Manatron Tax User Group are:

- a. to provide direction to the MCCC Executive Committee regarding vendor selection and vendor contracts;
- b. to determine and approve changes, modifications, or enhancements to existing software applications;
- c. to identify the need for and requirements of new software applications;
- d. to conduct business necessary to the operation of the Manatron Tax User Group.

Article II

Definitions

Section 1. "Manatron Tax System" shall mean the property tax software system, including but not limited to legislative changes, modifications and enhancements, and support furnished to MCCC by Manatron Incorporated.

Section 2. "Software Maintenance Agreement" shall mean the agreement between Manatron Incorporated and MCCC dated January 1, 2011, whereby Manatron Incorporated has agreed to furnish maintenance and support services for the Manatron GRM property tax software system for use in Minnesota to MCCC.

Section 3. "Manatron Incorporated" is a corporation with its principal place of business at 510 E. Milham Ave., Portage, Michigan and which is engaged in the business of developing, marketing, maintaining and supporting computer programs.

Article III

Organization of Manatron Tax User Group

MCCC Board & Executive Committee

Manatron Tax User Group: Determines Annual Budget,
Contract Issues, Elections, etc.

Manatron Tax Advisory Committee: Meets monthly to
conduct regular business within the budget and rules
& regulations set by the Manatron Tax User Group

Legislative Committee

Training Committee

Report/Enhancement Committee

Testing Committee

Section 1. Officer Rotation and Filling of Vacancies. The Manatron Tax User Group shall elect annually from among its participants a new Recording Officer. The past year's Recording Officer shall move to the position of Vice Chair; Vice Chair shall move to the position of Chair; and Chair shall move to Past Chair to serve in an advisory role. If for any reason any of these officers, except the Past Chair, can not finish their term, each position will move up and the Chair shall appoint a Recording Officer for the remainder of the year. If a vacancy occurs in the position of Past Chair the position will remain vacant until the next regular annual election.

Section 2. Vice Chair. The Vice Chair will serve a one-year term commencing after the MCCC Annual Meeting. The Vice Chair will fill the role of Chair in his/her absence.

Section 3. Recording Officer. The Recording Officer will serve a one-year term commencing after the MCCC Annual Meeting. The Recording Officer will be responsible for taking minutes at all Manatron Tax User Group meetings and Advisory Committee meetings. In the event the Recording Officer is not present at a Manatron Tax User Group meeting or Advisory Committee meeting the Chair shall appoint a minute taker for that particular meeting.

Section 4. Advisory Committee Recording Officer Rotation. To ensure a balance of tax roles on the Advisory Committee, the role of Recording Officer will rotate each year. In 2007, the Recording Officer will be someone knowledgeable in the responsibilities of the Auditors Office. In 2008, the Recording Officer will be someone knowledgeable in the responsibilities of the Treasurer's Office. In 2009, the Recording Officer will be

someone knowledgeable in the responsibilities of the Assessor's Office. This shall continue as a three-year office rotation.

The role of Recording Officer will be filled by the following offices for the following years:

- 2011 – someone knowledgeable in the responsibilities of the Treasurer's office
- 2012 – someone knowledgeable in the responsibilities of the Assessor's office
- 2013 – someone knowledgeable in the responsibilities of the Auditor's office
- 2014 – someone knowledgeable in the responsibilities of the Treasurer's office
- 2015 – someone knowledgeable in the responsibilities of the Assessor's office

Section 5. Technical Liaison. The Technical Liaison will serve a one-year term commencing after the MCCC Annual Meeting. The Technical Liaison will be elected at the MCCC's Information Services Support Group (ISSG) Annual Meeting and will be responsible for attending Manatron Tax User Group and Manatron Tax Advisory Committee meetings and participating in their assigned activities. They will provide a communication link between ISSG, County IT, Manatron Tax Advisory Committee, and the Manatron Tax User Group. The Technical Liaison is responsible for appointing an Alternate Liaison in their absence.

Section 6. Advisory Committee. The Manatron Tax User Group shall elect annually from among its participants two representatives to serve two-year staggered terms to serve on the Manatron Tax Advisory Committee. In addition to the Chair, Vice Chair, Recording Secretary, Past Chair, and Technical Liaison, the Advisory Committee shall include four representatives; one representing a Northern Region County, one representing a Southern Region County, and two At-Large representatives. At the first election, in 2007, the Northern Region representative and the first At-Large representative will be elected to serve one-year terms to facilitate ongoing two-year staggered terms. The Northern Region will include MCCC Regions 1 and 2. The Southern Region will include MCCC Regions 3 and 4. The Chair, Vice Chair, Recording Officer, and four representatives shall all have a vote at Advisory Committee meetings. The Past Chair and Technical Liaison are non-voting members of the Advisory Committee. The Advisory Committee shall meet a minimum of six times per year.

Section 7. Manatron Annual User's Conference. Each year it is the responsibility of the Manatron Tax User Group Past Chair, Chair, Vice Chair, Recording Officer and Technical Liaison to attend the Manatron Annual User's Conference to represent the MCCC Manatron Tax User Group on issues, enhancement requests, and other Manatron Tax User Group Business. The MCCC Manatron Tax User Group shall reimburse the cost of registration, lodging, and transportation as provided in Article VI, Expense Reimbursements. Lodging and transportation may be limited and are subject to the approval of the Manatron Tax Advisory Committee. In the event that any of the designated attendees are unable to attend, the Chair may appoint substitutes. Preference will be given to members of the Manatron Tax Advisory Committee when appointing a substitute. In the event no additional members of the Manatron Tax Advisory Committee are able to attend the Chair may appoint any employee who has responsibility for

administration of any portion of the Manatron GRM tax system software from any county that is a member of the Manatron Tax User Group.

Section 8. Requirement of a Quorum. For the Manatron Tax User Group a quorum shall exist when a voting delegate or alternate representing fifty percent plus one of the members of the Manatron Tax User Group are present at a duly called meeting. A quorum is required before the User Group may act on any matter.

For the Manatron Tax Advisory Committee a quorum shall exist when four of the seven voting members of the Advisory Committee are present at a duly called meeting. A quorum is required before the Advisory Committee may act on any matter.

For Standing Committees and Working Committees a quorum shall exist when more than fifty percent of the committee members are present at a duly called meeting. A quorum is required before any Standing Committee or Working Committee may act on any matter.

Section 9. Mailed or Emailed Ballots. Upon the approval of the Manatron Tax Advisory Committee, the Manatron Tax User Group may act by mailed or emailed ballot. A vote of fifty percent plus one majority of the Manatron Tax User Group members is required to approve any issue voted using mailed or emailed ballot. The mailed or emailed ballot procedure shall not be used unless the Manatron Tax User Group has had an opportunity to discuss at an annual or other meeting of the Manatron Tax User Group the issue to be decided and the members knew 10 days in advance of that meeting that the issue would be discussed.

Section 10. Voting. Each county participating in the Manatron Tax User Group is entitled to only one vote.

Section 11. Delegate and Alternate. Each Manatron Tax User Group member county shall appoint a delegate and an alternate to represent the county at meetings of the Manatron Tax User Group. The county's Manatron Tax User Group alternate may vote only in the absence of the county's delegate.

Section 12. Vote Required. A simple majority of those present at a duly called meeting is required to pass an issue.

Section 13. Standing Committees. There shall be at least four (4) Standing Committees: Legislative Committee, Training Committee, Report/Enhancement Committee, and Testing Committee. The Chair of all Standing Committees shall be appointed by the Manatron Tax Advisory Committee. It is desirable for the Chair of all Standing Committees to be a member of the Manatron Tax Advisory Committee, however, any employee of any member county may be appointed Chair of a Standing Committee. Staff from any Manatron Tax User Group county may participate on a Standing Committee; however individuals must commit to participation and be recognized by the Manatron Tax Advisory Committee as a committee member. Each Manatron Tax User Group

recognized individual participating on a Standing Committee is entitled to one vote. The Manatron Tax Advisory Committee may delegate decision-making authority to a Standing Committee. The Manatron Tax Advisory Committee shall adopt and prescribe procedures for the operation of the Standing Committees. Each Standing Committee should have no less than three (3) members in addition to the Chair but never more than eight (8) members including the Chair. The Standing Committee Chair is responsible for calling meetings, setting meeting agendas, to make sure minutes are taken at each meeting and then forwarded to MCCC for publication, and to report Standing Committee activities at Manatron Tax Advisory Committee meeting and Manatron Tax User Group meeting. Members of committees must be recognized by the Tax Advisory Committee; committee chair should report membership and changes in membership at a regularly scheduled Tax Advisory Committee Meeting.

Section 14. Working Committees. The Manatron Tax User Group or Manatron Tax Advisory Committee from time-to-time may choose to form Working Committees to address special issues and/or projects. The Chair of all Working Committees must be appointed by the Manatron Tax Advisory Committee. Staff from any Manatron Tax User Group county may participate on Working Committees; however individuals must commit to participation and be recognized by the Manatron Tax Advisory Committee as a committee member. Each Manatron Tax Advisory Committee recognized individual participating on a Working Committee is entitled to one vote. The Manatron Tax User Group and/or Manatron Tax Advisory Committee may delegate decision-making authority to a Working Committee. The Manatron Tax Advisory Committee shall adopt and prescribe procedures for the operation of the Working Committees. Each Working Committee will have no less than three (3) members in addition to the Chair and no more than eight (8) members including the Chair. The Working Committee Chair is responsible for calling meetings, setting meeting agendas, to make sure minutes are taken at each meeting and then forwarded to MCCC for publication, and to report Working Committee activities at Manatron Tax User Group or Manatron Tax Advisory Committee meetings.

Section 15. Meetings.

The regular meeting of the Manatron Tax Advisory Committee shall be the first Thursday of each month. Additional meetings of the Manatron Tax Advisory Committee shall be held at the call of the Manatron Tax Advisory Committee Chair.

- a. The annual meeting of the Manatron Tax User Group shall be held during the MCCC Annual Conference. Additional meetings of the Manatron Tax User Group shall be held at the call of the Manatron Tax User Group Chair.
- b. Meetings of Standing Committees and Working Committees shall be held at the call of the Chair of that particular committee.
- c. Notice of Manatron Tax User Group, Manatron Tax Advisory Committee, Standing Committee or Working Committee meetings must be provided to the member counties' delegates ten (10) days prior to the meeting. Notice of a meeting may be waived before, at, or after such meeting, by a simple majority vote of those present.

Section 16. Support for meeting coordination, research, contracting, billing, vendor monitoring and other similar services shall be provided by MCCC staff.

Article IV

Membership in the Manatron Tax User Group

Section 1. Requirements of membership in the Manatron Tax User Group.

- a) Members must pay the dues established by the MCCC Board of Directors as provided for in Article X, Sections 2 and 4 of the MCCC Bylaws;
- b) Members must ratify the January 1, 2011 Manatron Incorporated Minnesota tax system Software Maintenance Agreement and be current in their maintenance and support payments;
- c) Members must abide by the provisions of the MCCC Joint Powers Agreement, Bylaws and Manatron Tax User Group Rules and Regulations.
- d) Members must not implement any changes, modifications or enhancements to the Manatron Tax System, except insofar as such changes, modifications or enhancements are approved by the Manatron Tax Advisory Committee.
- e) Participation in the Manatron Tax User Group may include an obligation to test changes to the Manatron Tax System from time to time.

Section 2. Benefits of membership in the Manatron Tax User Group.

- a) Manatron Tax User Group members will receive the right to use the Manatron Tax System and deliverables as defined in and under the conditions set forth in the January 1, 2011 Manatron Incorporated Minnesota tax system Software Maintenance Agreement;
- b) Manatron Tax User Group members will receive maintenance and support services under the terms and conditions set forth in the January 1, 2011 Manatron Incorporated Minnesota tax system Software Maintenance Agreement;
- c) Manatron Tax User Group members have the right to participate in the decisions of MCCC and the Manatron Tax User Group according to the procedures and provisions set forth in the MCCC Joint Powers Agreement, Bylaws, and Manatron Tax User Group Rules and Regulations.

Article V

MODIFICATIONS OF AND ENHANCEMENTS TO THE MANATRON TAX SYSTEM

Section 1. Approval. The Report/Enhancement Committee will review all Enhancement Requests. The Report/Enhancement Committee may approve, reject, modify, or hold for additional information any Enhancement Request. If the Report/Enhancement Committee approves an Enhancement Request, the request will be forwarded to the Manatron Tax Advisory Committee. The Manatron Tax Advisory Committee shall review the request. If the Manatron Tax Advisory Committee approves the request, the Manatron Tax Advisory Committee will forward the request to Manatron Incorporated.

The Legislative Committee will review all statutory changes and Department of Revenue directives. The Legislative Committee will submit change requests directly to Manatron Incorporated without approval from the Report/Enhancement Committee or the Manatron Tax Advisory Committee.

Section 2. Enhancement Fund. All program development and license fee payments received by MCCC, less any amounts due to Manatron Incorporated by MCCC by virtue of any contracts between MCCC and Manatron Incorporated regarding the Manatron Tax System, shall be deposited into a MCCC Manatron Tax Enhancement Fund. The Manatron Tax Advisory Committee may authorize disbursements from this fund to pay for the cost of enhancements to the Manatron Tax System.

Section 3. Enhancement Assessments. The Manatron Tax User Group may annually assess the members of the Manatron Tax User Group a fee to fund enhancements to the Manatron Incorporated Minnesota tax software. The annual enhancement assessment, if any, shall be approved by the Manatron Tax User Group at their annual meeting. If the Enhancement Fund is insufficient to pay the cost of enhancements, the Manatron Tax Advisory Committee may assess each Manatron Tax User Group member no more than Five Hundred Dollars (\$500.00) per year, without Manatron Tax User Group vote, for the cost of enhancements to the Manatron Tax System.

Section 4. Participatory Enhancements. Participatory enhancements are enhancements that in the opinion of the Manatron Tax Advisory Committee are of benefit to only a portion of the Manatron Tax User Group members. Participatory enhancements must be approved by the Report/Enhancement Committee and the Manatron Tax Advisory Committee. Participatory enhancements shall be paid for by the member(s) requesting the enhancement and shall not be paid for using the MCCC Manatron Tax Enhancement Fund. When possible, participatory enhancements shall include a feature causing availability of the enhanced functionality to be limited to the participating members. The participating members may waive the requirement for an enhancement to include functionality to limit availability to participating members.

Article VI

EXPENSE REIMBURSEMENTS

Section 1. Manatron Tax Advisory Committee Member Expenses. Meeting expenses incurred by Manatron Tax Advisory Committee members shall be reimbursed at actual cost for travel, meal and lodging expenses. Requests for reimbursement shall be submitted to MCCC on forms prescribed by MCCC. The Manatron Tax User Group and/or Manatron Tax Advisory Committee may adopt rules limiting reimbursable expenses and/or requiring documentation of claimed expenses. Advisory Committee members' expenses and meeting expenses of the Manatron Tax User Group and Manatron Tax Advisory Committee shall be shared equally by all members of the Manatron Tax User Group. All expense reimbursement forms from the previous year must be filed by June 30th of the current year.

Section 2. Manatron Tax Standing/Working Committee Member Expenses. Unless preapproved by the Tax Advisory Committee or the User Group Chair, only individuals who have been recognized by the Manatron Tax Advisory Committee as provided in Section 12 or Section 13 as members of a Standing Committee or Working Committee shall be eligible for expense reimbursement. Meeting expenses of members of Standing and/or Working Committees shall be reimbursed at actual cost for travel, meal and lodging expenses. Requests for reimbursement shall be submitted to MCCC on forms prescribed by MCCC. The Manatron Tax User Group and/or Manatron Tax Advisory Committee may adopt rules limiting reimbursable expenses and/or requiring documentation of claimed expenses. Committee members' travel expenses and committee meeting expenses shall be shared equally by all members of the Manatron Tax User Group. All expense reimbursement forms from the previous year must be filed by June 30th of the current year.

Article VII

Amendment of Rules and Regulations

Section 1. These Rules and Regulations may be amended by the Manatron Tax User Group as appropriate, subject to approval by the MCCC Executive Committee.