

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

Adopted June 6, 2007

In accordance with Article V., Section I. of the Minnesota Counties Computer Cooperative 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 to provide direction to the MCCC Executive Committee 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 Manatron Tax User Group.

Article II

Definitions

Section 1. "**Manatron Tax System**" shall mean the property tax software system, including legislative changes, modifications and enhancements, to be furnished to MCCC by Manatron under the Consolidated Contract Agreement between Manatron and MCCC dated October 21, 2005.

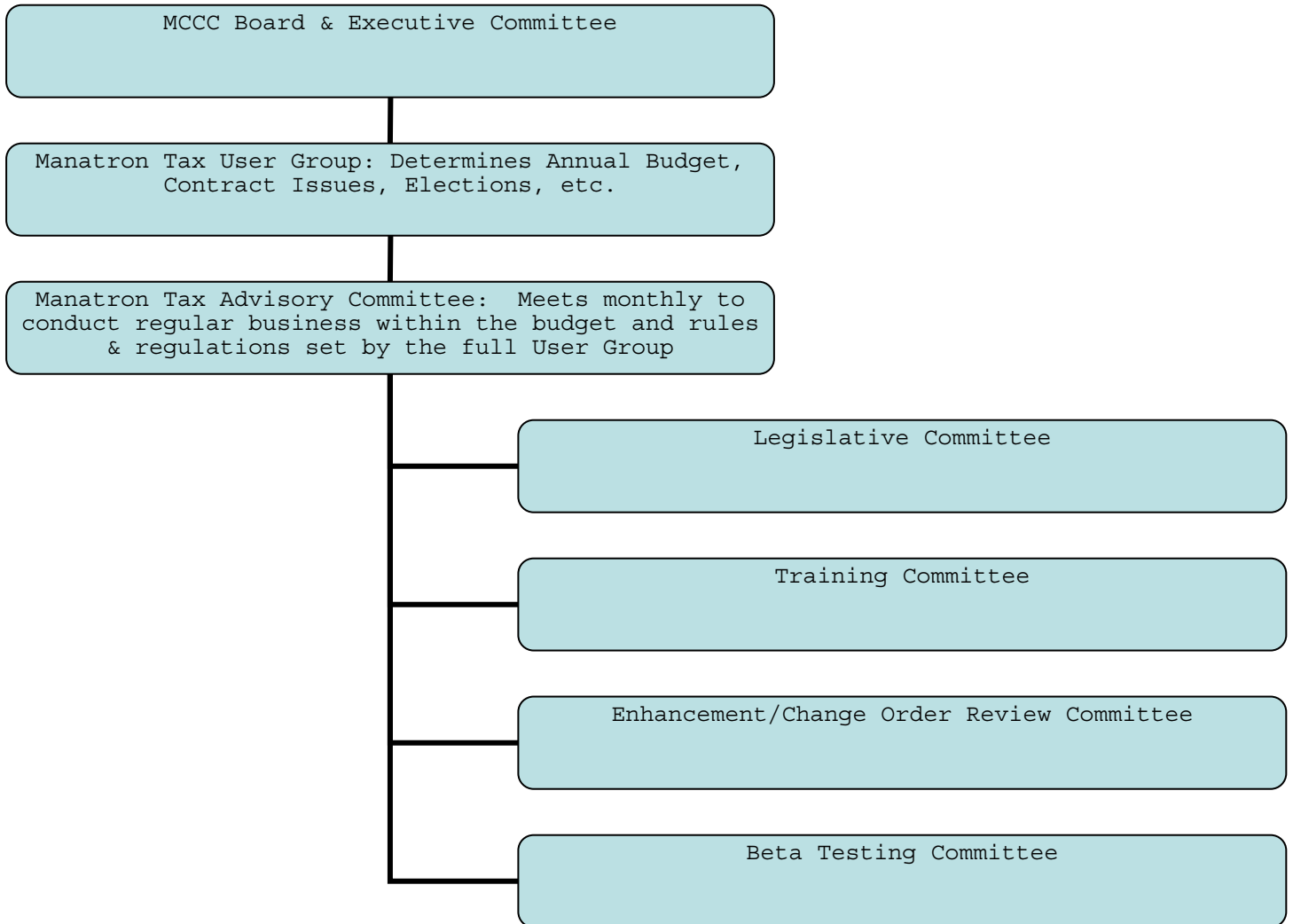
Section 2. "**Consolidated Contract Agreement**" shall mean the agreement between Manatron and MCCC dated October 21, 2005, whereby Manatron will furnish a property tax software system to MCCC.

Section 3. "**Maintenance and Support**", which are included in the "**Consolidated Contract Agreement**", shall mean the agreement between Manatron and MCCC, whereby Manatron will provide maintenance and support services relating to the Manatron Tax System for use in Minnesota, as well as furnish modifications and enhancements to the Manatron Tax System..

Section 4. "**Manatron**" means a corporation whose corporate headquarters are located in Michigan and has offices in Bloomington, Minnesota and which is engaged in the business of developing, marketing, maintaining and supporting computer programs.

Article III

Organization of Manatron Tax User Group



Section 1. 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 can not finish their term, each position will move up and the Chair shall appoint a Recording Officer for the remainder of the year; and both the Recording Officer and the appointed past year’s Recording Officer moving to Vice Chair positions will be elected at the next annual meeting.

Section 2. 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. 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; and be responsible for finding a replacement in his/her absence. 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.

Section 4. 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 meetings and participating in their assigned user group activities. They will provide a communication link between ISSG, County IT and the Manatron Tax User Group. Each Liaison is also responsible for appointing an Alternate Liaison to fill his/her role in their absence.

Section 5. 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. The Advisory Committee shall consist of four representatives; one representing a Northern County, one representing a Southern County, and two At-Large representatives. At the first election, in 2007, the Northern representative and the first At-Large representative will serve one-year terms to facilitate ongoing two-year staggered terms for Advisory Committee Members. 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, as a minimum, six times per year. For participating Counties and corresponding regions, see Appendix A.

Section 6. Manatron Annual User's Conference. Each year it is the responsibility of the Chair and Vice Chair 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 participating members of the Manatron Tax User Group shall share in the cost of registration, lodging, and transportation of these two members. Lodging and transportation travel costs are subject to the approval of the Manatron Tax Advisory Committee. In the event that the Chair and/or Vice Chair are unable to attend the conference, the Chair shall appoint two members from the Manatron Tax Advisory Committee representatives and officers.

Section 7. Requirement of a Quorum. A quorum shall exist when two-thirds 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 matters involving vendor selection, or a contract with a vendor.

Section 8. 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 two-thirds majority of the

Manatron Tax User Group members is required. The mailed or emailed ballot procedure shall not be used unless the Manatron Tax User Group has had an opportunity to discuss at a regularly scheduled regional meeting the issue to be decided and the members knew 10 days in advance of that meeting that the issue would be discussed.

Section 9. Each county participating in the Manatron Tax User Group is entitled to only one vote.

Section 10. The Manatron Tax User Group representative or his/her alternate may vote only in the absence of the county's delegate.

Section 11. A simple majority of those present at a duly called meeting is required to pass an issue.

Section 12. Standing Committees. There shall be at least four (4) Standing Committees: Legislative Committee, Training Committee, Enhancement/Change Order Review Committee and Beta Test Committee. The Chair of all Standing Committees must be a member of the Manatron Tax Advisory Committee. Staff from any Manatron Tax User Group county may participate on a Standing Committee; however, in order to determine quorums, counties must commit to participation on Standing Committees and be recognized by the Manatron Tax Advisory Committee. Each Standing 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 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 each Manatron Tax Advisory Committee Meeting.

Section 13. 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 important to the Manatron Tax User Group. 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, in order to determine quorums, counties must commit to participation on Working Committees and be recognized by the Manatron Tax Advisory Committee. Each Manatron Tax User Group recognized county 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 each Manatron Tax Advisory Committee Meeting.

Section 9. The normal meeting of the Manatron Tax Advisory Committee shall be ___[when]___ each month. Notice of Manatron Tax User Group or committee meetings must be provided to the county's delegate 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. Meetings shall be held at the call of the Manatron Tax User Group Chair.

Section 10. 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 Manatron Consolidated Contract;
- 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.
- f) 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 Manatron Consolidated Contract;
- b) Manatron Tax User Group members will receive maintenance and support services under the terms and conditions set forth in the Manatron Consolidated Contract;
- 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 Manatron Tax Advisory Committee shall review and approve all Change Orders for Enhancement or Modification of the Manatron Tax System. All Changes Tax Orders for Enhancement and/or Modification are also subject to approval by Manatron.

Section 2. Enhancement Fund. All program development and license fee payments received by MCCC, less any amounts due to Manatron by MCCC by virtue of any contracts between MCCC and Manatron regarding the Manatron Tax System, shall be deposited into a 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. 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 \$___(used to be \$500 without user group vote)___per year for the cost of enhancements to the Manatron Tax System. The exception will be participatory enhancements due to the nature of participatory enhancements; there will be no maximum for these enhancements.

Article VI

EXPENSE REIMBURSEMENTS

Section 1. Manatron Tax Advisory Committee Member Expenses. Meeting expenses incurred by Manatron Tax Advisory Committee members for attending Manatron Tax 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 for reimbursement by MCCC to the county. Advisory Committee members' expenses and meeting expenses of the Manatron Tax User Group 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. Meeting expenses of members of Standing and/or Working Committees attending such committee meetings shall be reimbursed at actual cost to the county for travel, meal and lodging expenses. Subcommittee members shall submit travel, lodging and meal expense accounts for reimbursement by MCCC to the county. Subcommittee members' travel expenses and meeting expenses of the subcommittee 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

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

Appendix A: Participating Counties and Corresponding Regions

Manatron Tax User Group: Northern Region

<u>MCCC Region</u>	<u>County</u>
1	BECKER
1	CLAY
1	CLEARWATER
1	HUBBARD
1	LAKE OF THE WOODS
1	POLK
1	ROSEAU
2	CHISAGO
2	ISANTI
2	MORRISON
2	PINE
2	RAMSEY
2	STEARNS
2	WASHINGTON
2	WRIGHT

14 Counties

Manatron Tax User Group: Southern Region

<u>MCCC Region</u>	<u>County</u>
3	MOWER
3	RICE
3	SCOTT
4	BROWN
4	CARVER
4	FARIBAULT
4	JACKSON
4	MARTIN
4	MC LEOD
4	NICOLLET
4	PIPESTONE
4	SIBLEY
4	WATONWAN

13 Counties