

**RULES AND REGULATIONS OF THE
MINNESOTA COUNTIES COMPUTER COOPERATIVE
INFORMATION SERVICES SUPPORT GROUP**

(Adopted June 7, 1990)
(Amended October 24, 1990)
(Proposed June 4, 1998)
(Amended June 4, 1998)
(Approved June 4, 2003)
(Approved January 8, 2004)

In accordance with Article V., Section 1., of the Minnesota Counties Computer Cooperative (MCCC) Bylaws, the following supplementary Rules and Regulations governing the business of the Information Services Support Group are promulgated.

Article I

Purpose

Section 1. The purposes of the Information Services Support Group are to ensure quality information systems; provide technical assistance to MCCC staff and user groups; coordinate information systems training; evaluate software, hardware, documentation, and education as requested by MCCC user groups or staff; and to set up and monitor standards for applications and services provided to MCCC.

Article II

Organization and Structure

Section 1. The Support Group shall elect annually from among its participants a new Recording Officer. The past year's Recording Officer shall move to the position of Co-Chairperson; Co-Chairperson shall move to the position of Chairperson; and Chairperson shall move to Past Chairperson 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 Chairperson shall appoint a Recording Officer for the remainder of the year; and both Recording Offices and the appointed past year's Recording Officer moving to Co-Chairperson positions will be elected at the next annual meeting.

Sections 2 The Co-Chairperson will serve a one year term commencing after the MCCC Annual Meeting. The Co-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 Support Group Meetings; and be responsible for finding a replacement in his/her absence.

Section 4. The Support Group shall elect annually from among its participants Liaisons to each of the other User Groups for a term of one year commencing after the MCCC Annual Meeting.. Liaisons will be responsible to attending meeting and participating in their assigned user group activities. They will provide a communication link between ISSG and each individual User Group. Each Liaison is also responsible for appointing an Alternate Liaison to fill his/her role in their absence. Appointed Alternate Liaisons will be recognized and approved at the first User Group Meeting following the Annual Meeting.

The User Group Liaisons are as follows:

Tax User Group Liaison

Corrections User Group Liaison

Community Health Services User Group Liaison
Finance & General Government User Group Liaison
Law Enforcement User Group Liaison
County Attorney User Group Liaison

Section 5. Each participant in the Support Group shall be entitled to one vote.

Section 6. Meetings shall be held, at a minimum, quarterly or at the call of the Chair. Notice of Support Group meetings must be provided to each participant ten (10) days prior to the meeting. The meeting site shall be selected by the Chair.

Section 7. Members of MCCC are entitled to participate in the Support Group. Participation shall be restricted to MCCC members' staff who are directly responsible for operation or management of information systems within their county or entity. Participation in the Support Group is optional. Participation shall be established by payment of the annual MCCC ISSG Member fees.

Section 8. Ad hoc committees may be formed from among the Support Group's participants on a volunteer basis to perform tasks identified by the Support Group and shall meet as requirements dictate. The Chair shall be empowered to appoint, upon approval by quorum vote at a duly held meeting, committees which are authorized to expend reimbursable funds.

Section 9. A simple majority of participants present at a duly called meeting is required to pass an issue.

Section 10. Support for meeting coordination and billing shall be provided by MCCC staff. Research and arrangements for vendor presentations shall be the responsibility of the Support Group's officers.

Article III

Support Group Fees

Section 1. Participants in the Support Group agree to pay the annual dues established by the MCCC Board of Directors as provided for in Article X., Sections 2. and 4., of the Bylaws.

Section 2. Expenses incurred by approved committees in the transaction of contractual matters, software or hardware evaluation, or other specific activity at the direction of the Chair, shall be reimbursed to the participating county or entity for travel, meals, and lodging expenses.

Section 3. Participation fees may be one hundred dollars (\$100.00) per county or entity per year and may be assessed for payment in January of each year. The participation fees shall be non-refundable. Participation fees will be revisited annually.

Section 4. Expenses that exceed the fees collected shall be shared equally by all Support Group

participants.

Section 5. Training and materials costs approved by quorum vote at a duly held meeting shall be shared equally by all Support Group participants attending the training and/or using the materials.

Article IV

Amendment of Rules

Section 1. These rules may be amended by majority vote of the full Support Group, subject to approval by the MCCC Executive Committee.