

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

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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. PURPOSE

1. The purposes of the Information Services Support Group are:
 1. Help ensure quality information systems
 2. Provide technical advice and direction to MCCC staff and user groups
 1. Concerning RFPs
 2. Concerning Contracts
 3. Concerning Vendor Claims
 4. Other technology related issues that would benefit from such input
 3. Coordinate information systems training
 4. Evaluate software, hardware, documentation, and education as requested by MCCC user groups or staff
 5. Set up and monitor standards for applications and services provided to MCCC.

Article II Organization and Structure

Section 1. OFFICERS

1. The Support Group shall...
 1. Elect officers from among its participants.
 2. Elect Recording Officer annually.
 3. Elect Vice-Chairperson biennially in odd years.
 4. Elect Chairperson biennially in even years.
 5. Chairperson shall move to Past Chairperson to serve in an advisory role.

Section 2. TERMS OF OFFICE

1. Recording Officer will serve a one-year term commencing after elections at the MCCC Annual Meeting.
2. Recording Officer will be elected annually from the Information Services Support Group membership.
3. Vice-Chairperson and Chairperson will
 1. Serve a two-year term commencing after corresponding election at the MCCC Annual Meeting.
 2. Take at least a one-term break from that office, after serving two consecutive terms in the same office.
 3. Begin their terms in alternating years.
4. Vice-Chairperson will be elected biennially in odd numbered years.
5. Chairperson will be elected biennially in even numbered years.
6. Chairperson will move into the Past Chairperson office and will serve a two-year term commencing after the election of a new Chairperson.
7. If for any reason the Chairperson cannot finish his/her term, the Vice-Chairperson will move into the Chairperson office for the remainder of the Chairperson term.
8. If for any reason the Vice-Chairperson or Recording Officer cannot finish their term, the Chairperson shall appoint a replacement for the remainder of the term.

Section 3. DUTIES OF ELECTED POSITIONS

1. The Chairperson is responsible to
 1. Assist in setting the agenda.
 2. Work with other officers and MCCC to determine presenters and guest speakers.
 3. Ensure items needed for complete agenda are delivered to MCCC support staff at least 12 business days prior to the scheduled meeting date so that appropriate notice of the meeting can be distributed to the user group.
 4. Preside at all Information Services Support Group meetings.
 5. Chair the Training Committee.
 6. Chair the Bylaw Review Committee.
 7. Preside over the election of officers at the Annual Meeting.
2. The Vice-Chairperson is responsible to
 1. Fill the role of Chair in his/her absence.
 2. Fill in the role of Recording Officer in his/her absence.
 3. Chair the Standards Committee.

3. The Recording Officer is responsible to
 1. Take minutes at all Information Services Support Group meetings.
 2. Confirm availability of Vice-Chair as a replacement in his/her absence. If Vice-Chair is not available, notify the Chairperson and the MCCC Executive Director of the need for a replacement.
4. The Past Chairperson is responsible to
 1. Serve in an advisory role.
 2. Fill the role of Chair in the absence of the Chairperson and Vice-Chairperson.

Section 4. USER GROUP LIAISONS

1. The Information Services Support Group shall elect annually from among its participants Liaisons to each of the other User Groups (UG) for a term of one-year commencing with the first meeting of that UG after the MCCC Annual Meeting.
2. The User Group Liaisons (subject to change as needed) are as follows:
 1. ACS-Tax UG Liaison
 2. Manatron-Tax UG Liaison
 3. Corrections UG Liaison
 4. Community Health Services UG Liaison
 5. Finance & General Government UG Liaison
 6. Law Enforcement UG Liaison
 7. County Attorney UG Liaison
3. Liaisons will be responsible to:
 1. Attend meetings and participate in their assigned UG activities.
 2. Ensure that if they will be absent for either the UG meeting or ISSG meeting, an alternate liaison is there to ensure continuity of communication. If an alternate is not available, the Liaison will notify the Chairperson and/or the MCCC Executive Director so that an alternate can be found.
 3. Report to UG the concerns of ISSG members
 4. Report to ISSG the happenings of interest/importance from their assigned UG to ISSG members at the next ISSG meeting.
 5. Submit a written report to the ISSG Chair and to the MCCC Exec Director at least one-day prior to the ISSG meeting. If unexpectedly unable to attend the day of the ISSG meeting, liaisons will make contact with the ISSG Chair and the MCCC Exec Director.
4. Appointed Alternate Liaisons will be recognized and approved at the first UG Meeting following the Annual Meeting.

Section 5. VOTING ENTITLEMENTS

1. Each participant in the Information Services Support Group shall be entitled to one vote, except in matters of contracts, where a quorum must first be established, and wherein each County shall be entitled to one vote.
2. A simple majority of participants present at a duly called meeting is required to pass an issue, again except in matters of contracts, where a quorum must first be established prior to the vote.
3. QUORUM – For purposes of voting on matters of contracts, a quorum is defined as one more than half the number of member counties affected by the contract under consideration that are present at that duly called meeting.
4. From time to time, urgent matters may come before this group requiring expedient action not allowing for an in-person meeting to occur. With the agreement of the Officers and MCCC Executive Director, an email ballot may be used provided detailed and auditable records of such vote are kept in both the contract and ISSG records.

Section 6. MEETINGS

1. Meetings shall be held, at a minimum, quarterly or at the call of the Chair.
2. Notice of Support Group meetings must be provided to each participant no less than ten (10) days prior to the meeting.
3. The meeting site shall be selected by the Chair.

Section 7. PARTICIPATION

1. Member Counties of MCCC are entitled to participate in the Support Group.
2. Participation shall be restricted to MCCC members' staff who are directly responsible for operation or management of information systems within their county or entity.
3. Participation in the Information Services Support Group is optional.
4. Participation eligibility shall be established by payment of the annual MCCC ISSG Member fees.

Section 8. COMMITTEES

1. Ad-hoc committees may be formed from among the Information Services Support Group's participants on a volunteer basis to perform tasks identified by the ISSG and shall meet as requirements dictate.
2. 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.
3. Training Committee
 - a. Consists of ISSG Chair and at least 4 or more volunteer ISSG members
 - b. Survey the group for training suggestions

- c. Provide training suggestions to group for training based on survey results and the training budget.
4. Standards Committee
 - a. Consists of ISSG Vice-Chair and at least 2 more volunteer ISSG members
 - b. Suggest contract language and technical specification standards as pertain to MCCC User groups
5. Bylaw Review Committee
 - a. Consists of ISSG Chair and at least 2 or more volunteer ISSG members
 - b. Meet at least once a year to review Information Services Support Group Bylaws
 - c. Recommend and present any ISSG Bylaw changes for adjustment or ratification to the Information Services Support Group

Section 9. MEETING ADMINISTRATION

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

Article III Support Group Fees

Section 1. ANNUAL DUES

1. Participants in the Information Services 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

1. 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

1. 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. EXCESS EXPENSES

1. Expenses that exceed the fees collected shall be shared equally by all Support Group participants.

Section 5. TRAINING COSTS

1. 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. REQUIREMENTS

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