

**RULES AND REGULATIONS
OF THE
MINNESOTA COUNTIES COMPUTER COOPERATIVE
ACS CamaUSA USER GROUP**

Adopted June 4, 2008
Effective January 1, 2009
Approved June 8, 2010

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 ACS CamaUSA User Group are promulgated.

Article I

Purpose

Section 1. The purposes of the CamaUSA User Group are to provide direction to the MCCC Executive Committee regarding 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 CamaUSA User Group.

Article II

Definitions

Section 1. "CamaUSA" shall mean the computed aided mass appraisal system software, including legislative changes, modifications and enhancements, to be furnished to MCCC by ACS State & Local Solutions, Inc. (ACS) under any Contract Agreement between ACS and MCCC.

Section 2. "ACS" means the corporation officially known as ACS State & Local Solutions, Inc.

Article III

Organization of ACS CamaUSA User Group

Section 1. ACS CamaUSA User Group. The ACS CamaUSA User Group shall consist of one representative appointed by each county participating in any ACS CamaUSA contract between MCCC and ACS. Each ACS CamaUSA User Group member is responsible for appointing their own Alternate who will act in their absence.

Section 2. Advisory Committee. The ACS CamaUSA Advisory Committee shall consist of six members and the Chair. The election will be held annually at the MCCC annual meeting. Term of office shall commence immediately following the election and shall expire immediately following the election at the next MCCC annual meeting. Each year the term of two members of the Advisory Committee shall expire and be replaced.

Section 3. Chair. The Chair shall be elected At-Large from the ACS CamaUSA User Group. The Chair will chair all ACS CamaUSA User Group meetings and ACS CamaUSA Advisory Committee meetings. In addition to the Chair's normal duties and responsibilities, the Chair shall also have the same powers as other Advisory Committee and User Group members. The election of the Chair will be held at the MCCC annual meeting. Term of office shall commence immediately following the election

and shall expire immediately following the election at the next MCCC annual meeting.

Section 4. Vice-Chair and Recording Officer. A Vice-Chair and a Recording Officer shall be elected by the Advisory Committee from the members of the Advisory Committee. The election will be held at the first meeting of the Advisory Committee after the MCCC annual meeting. Term of office shall commence immediately following the election and shall expire immediately following the election at the first meeting of the Advisory Committee held after the next MCCC annual meeting. The Vice-Chair shall assume the responsibilities of the Chair in the absence of the Chair. The Recording Officer will be responsible for taking minutes at all ACS CamaUSA User Group Meetings and ACS CamaUSA Advisory Committee meetings; and be responsible for finding a replacement in his/her absence.

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

Section 6. Liaisons to ACS Tax Advisory Committee and Manatron Tax Advisory Committee. The Chair shall appoint a member of the ACS CamaUSA Advisory Committee to serve as liaison to the ACS Tax Advisory Committee. The ACS CamaUSA Advisory Committee liaison to the ACS Tax Advisory Committee shall be an ACS tax system user. The Chair shall also appoint a member of the ACS CamaUSA Advisory Committee to serve as liaison to the Manatron Tax Advisory Committee. The ACS CamaUSA Advisory Committee liaison to the Manatron Tax Advisory Committee shall be a Manatron tax system user. Tax Advisory Committee liaisons shall be appointed annually at the first meeting of the Advisory Committee after the MCCC annual meeting. The liaisons shall serve at the discretion of the Chair. The Chair may remove a liaison and appoint a replacement liaison at any meeting of the ACS CamaUSA Advisory Committee.

Section 7. Requirement of a Quorum. A quorum of the ACS CamaUSA User Group shall exist when two-thirds of the members of the ACS CamaUSA User Group or their Alternates 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. A quorum of the ACS CamaUSA Advisory Committee shall exist when two-thirds of the members of the ACS CamaUSA Advisory Committee are present at a duly called meeting.

Section 8. Mailed or Emailed Ballots. Upon the approval of the ACS CamaUSA Advisory Committee, the ACS CamaUSA User Group may act by mailed or emailed ballot. A vote of two-thirds majority of the ACS CamaUSA User Group members is required. The mailed or emailed ballot procedure shall not be used unless the ACS CamaUSA User Group has had an opportunity to discuss at a regularly scheduled ACS CamaUSA Advisory Committee 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. One Vote per County. Each county participating in the ACS CamaUSA User Group is entitled to only one vote.

Section 10. Voting By Alternates. The ACS CamaUSA User Group representative or his/her alternate may vote only in the absence of the county's delegate.

Section 11. Approval of Action. 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 one (1) Standing Committee: Marshall Swift Committee. The Chair of all Standing Committees must be a member of the ACS CamaUSA Advisory Committee. Staff from any ACS CamaUSA 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 ACS CamaUSA Advisory Committee. Each Standing Committee will have no less than two (2) 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 ACS CamaUSA Advisory Committee Meeting.

Section 13. Working Committees. The ACS CamaUSA User Group or ACS CamaUSA Advisory Committee, from time-to-time may choose to form Working Committees to address special issues and/or projects important to the ACS CamaUSA User Group. The Chair of all Working Committees must be appointed by the CamaUSA Advisory Committee. Staff from any CamaUSA 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 ACS CamaUSA Advisory Committee. Each ACS CamaUSA User Group recognized county participating on a Working Committee is entitled to one vote. The ACS CamaUSA User Group and/or ACS CamaUSA Advisory Committee may delegate decision-making authority to a Working Committee. The ACS CamaUSA Advisory Committee shall adopt and prescribe procedures for the operation of the Working Committees. Each Working Committee will have no less than two (2) 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 ACS CamaUSA Advisory Committee Meeting.

Section 14. The normal meeting of the ACS CamaUSA Advisory Committee shall be held during the months of February, May, August, and November. The specific dates of the following year's meetings will be set at the November ACS CamaUSA Advisory Committee Meeting each year. The ACS CamaUSA User Group shall meet annually during the MCCC annual conference. Notice of ACS CamaUSA User Group, ACS CamaUSA Advisory Committee, or committee meetings must be provided to the every county's delegate ten (10) days prior to the meeting. Notice of ACS CamaUSA Advisory Committee, standing committee, or working committee meeting may be waived before, at, or after such meeting, by a simple majority vote of the ACS CamaUSA Advisory Committee.

Section 15. Support for meeting coordination, research, contracting, billing, vendor monitoring and other similar services shall be provided by MCCC staff.

Article IV

Membership in the ACS CamaUSA User Group

Section 1. Requirements of membership in the ACS CamaUSA 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 a current contract between MCCC and ACS for ACS CamaUSA;
- c) Members must abide by the provisions of the MCCC Joint Powers Agreement, Bylaws and ACS CamaUSA User Group Rules and Regulations.
- d) Members must not implement any changes, modifications or enhancements to the ACS CamaUSA System, except insofar as such changes, modifications or enhancements are approved by the ACS CamaUSA Advisory Committee.
- e) Participation in the ACS CamaUSA User Group may include an obligation to test changes to the ACS CamaUSA System from time to time.

Section 2. Benefits of membership in the ACS CamaUSA Tax User Group.

ACS CamaUSA User Group members have the right to participate in the decisions of MCCC and the ACS CamaUSA User Group according to the procedures and provisions set forth in the MCCC Joint Powers Agreement, Bylaws, and ACS CamaUSA User Group Rules and Regulations.

Section 3. New ACS CamaUSA Users. New ACS CamaUSA users that are participating in any ACS CamaUSA contract between MCCC and ACS shall pay all the full current year fees for membership in the ACS CamaUSA Advisory Committee and such other amounts as shall be negotiated with the ACS CamaUSA Advisory Committee.

Article V

MODIFICATIONS OF AND ENHANCEMENTS TO THE ACS CamaUSA SYSTEM

Section 1. Approval. The ACS CamaUSA Advisory Committee shall review and approve all Change Orders for Enhancement or Modification of the ACS CamaUSA System. All Changes Orders for Enhancement and/or Modification are also subject to approval by ACS.

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

Section 3. Enhancement Assessments. If the Enhancement Fund is insufficient to pay the cost of enhancements, the ACS CamaUSA Advisory Committee may assess each CamaUSA User Group member no more than \$500.00 per year for the cost of enhancements to the ACS CamaUSA System without approval of the CamaUSA User Group. 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. ACS CamaUSA Advisory Committee Member Expenses. Meeting expenses incurred by ACS CamaUSA Advisory Committee members for attending ACS CamaUSA 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 ACS CamaUSA User Group shall be shared equally by all members of the ACS CamaUSA User Group. All expense reimbursement forms from the previous year must be filed by June 30th of the current year.

Section 2. ACS CamaUSA 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 CamaUSA 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 ACS CamaUSA User Group as appropriate, subject to approval by the MCCC Executive Committee.