

**RULES AND REGULATIONS**

**OF THE**

**MINNESOTA COUNTIES COMPUTER COOPERATIVE**

**AUMENTUM TECHNOLOGIES TAX USER GROUP**

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## Introduction

Membership in the Minnesota Counties Computer Cooperative (MnCCC) is defined as a Minnesota county or other Minnesota governmental subdivision that is eligible to enter into a Joint Powers Agreement under Minnesota Statute 471.59, and that has ratified and executed the Joint Powers Agreement and has paid those membership Dues and other Charges established by MnCCC from time-to-time.

The MnCCC Board may adopt Rules and Regulations to govern the business and operation of User Groups. Such Rules and Regulations shall be considered supplementary and cannot conflict with or be inconsistent with MnCCC Bylaws and may at any time be modified, replaced, or repealed. The Board shall also adopt, maintain, and from time-to-time update a set of core contract principles and minimum standards that must be included within any software or service agreements. Any deviation from such core principles or minimum standards will require the Board's prior written consent.

In accordance with Article V, Section 1, of the Minnesota Counties Computer Cooperative Bylaws, the following supplemental Rules and Regulations governing the business of the Aumentum Technologies Tax User Group are promulgated.

## Aumentum Technologies Tax User Group

### Article I. Purpose

The purposes of the Aumentum Technologies Tax User Group are:

- To provide direction to the MnCCC Board 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;
- To conduct business necessary to the operation of the Aumentum Technologies Tax User Group; and
- To allocate resources necessary for adequate maintenance and support of the existing software application, including dedicated websites or other technology and dedicated human resources, if deemed necessary by the group.

### Article 2. Definitions

#### Section 1. Aumentum Technologies Tax System

**"Aumentum Technologies Tax System"** shall mean the property tax software system, including, but not limited to, legislative changes, modifications and enhancements, and support furnished to MnCCC by Aumentum Technologies. It also includes any successor companies furnishing the Aumentum Technologies Tax System or its successor property tax software system names.

#### Section 2. Software Maintenance Agreement

**"Software Maintenance Agreement"** shall mean the current agreement between Aumentum Technologies and MnCCC whereby Aumentum Technologies has agreed to furnish maintenance and support services for the Aumentum Technologies Tax System for use in Minnesota to MnCCC. It also includes any successor agreements of the same property tax software system or successor systems.

#### Section 3. Aumentum Technologies

**"Aumentum Technologies"** is a Harris company. Aumentum Technologies was formerly Manatron and then Thomson Reuters. It is engaged in the business of developing, marketing, maintaining, and supporting computer programs. The corporation may change as the result of sale or consolidation and these bylaws will apply to successor corporations.

#### Section 4. Legislative Changes

“**Legislative Changes**” include all changes due to federal, state, or local legislation whether enacted recently or in the past. These changes may be mandated, authorized, or discretionary and specifically includes legislation authorizing a government entity or appointed Board to determine requirements not specifically provided for in statute (e.g. authorization for the Minnesota Commissioner of Revenue to determine the form and content of property tax statements and value notices, or required abstract or PRISM file form and content). This also includes changes resulting from court decisions, attorney general opinions, or modifications to formal Minnesota rules. Changes are not limited to property tax and value related activities, but also include data privacy, data security, and other topics deemed applicable to activities with the system.

#### Article 3. Organization of Aumentum Technologies Tax User Group

##### MnCCC Board

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

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

Legislative Committee

Training Committee

Enhancement Committee

Testing, Documentation, Standards, and Reports Committee

#### Section 1. Officer Rotation and Filling of Vacancies

The Aumentum Technologies 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, are unable to 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 MnCCC Annual Meeting. The Vice Chair will fill the role of Chair in his/her absence. Additionally, the Vice Chair will follow-up on all assigned monthly action items[ and will be responsible for overseeing the content on the Aumentum Technologies Tax User Group’s SharePoint member-only site.]

#### Section 3. Recording Officer

The Recording Officer will serve a one-year term commencing after the MnCCC Annual Meeting. The Recording Officer will be responsible for taking minutes at all Aumentum Technologies Tax User Group meetings and Advisory Committee meetings. In the event the Recording Officer is not present at an Aumentum Technologies 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 Auditor's 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.

Starting in 2015, the role of Auditor and Treasurer shall be combined into one role, Auditor/Treasurer. The role of Recording Officer shall be filled by someone knowledgeable in the functions and responsibilities of the Assessor, Auditor, or Treasurer office in the following rotation:

- 2018 – Auditor's/Treasurer's Office
- 2019 – Assessor's Office
- 2020 – Auditor's/Treasurer's Office
- 2021 – Auditor's/Treasurer's Office
- 2022 – Assessor's Office

#### Section 5. Technical Liaison

The Technical Liaison or Co-Liaisons will serve a one-year term commencing after the MnCCC Annual Meeting. The Technical Liaison(s) will be elected at the MnCCC Information Services Support Group (ISSG) Annual Meeting and will be responsible for attending Aumentum Technologies Tax User Group and Aumentum Technologies Tax Advisory Committee meetings and participating in their assigned activities. They will provide a communication link between ISSG, County IT, Aumentum Technologies Tax Advisory Committee, and the Aumentum Technologies Tax User Group. The Technical Liaison is responsible for appointing an Alternate Liaison if the Technical Liaison or Co-Technical Liaison is unable to fulfill his/her term.

#### Section 6. Advisory Committee

The Aumentum Technologies Tax User Group shall elect annually from among its participants two representatives to serve two-year staggered terms to serve on the Aumentum Technologies Tax Advisory Committee. In addition to the Chair, Vice Chair, Recording Officer, Past Chair, Technical Liaison or Co-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 on-going two-year staggered terms. The Northern Region will include MnCCC Regions 1 and 2. The Southern Region will include MnCCC Regions 3 and 4. At Large I and the Northern Representatives will be elected in even years for their two-year terms. At Large II and the Southern Representatives will be elected in odd years for their two-year terms.

The Chair, Vice Chair, Recording Officer, and four representatives shall all have a vote at Advisory Committee meetings. The Past Chair, Technical Liaison, and Co-Technical Liaison are non-voting members of the Advisory Committee. The Advisory Committee shall meet a minimum of six times per year.

#### Section 7. Aumentum Technologies Annual User's Group Conference

Each year it is the responsibility of the Aumentum Technologies Tax User Group Past Chair, Chair, Vice Chair, Recording Officer, Technical Liaison, Co-Technical Liaison, Training Committee Chair, and Testing, Documentation, Standards, and Reports Committee Chair to attend the Aumentum Technologies Annual User's Group Conference to represent the

MnCCC Aumentum Technologies Tax User Group on issues, enhancement requests, and other Aumentum Technologies Tax User Group Business.

The MnCCC Aumentum Technologies Tax User Group shall reimburse the actual cost of registration, lodging, meals, and transportation as provided in Article 6, Expense Reimbursements. Lodging and transportation may be limited and are subject to the approval of the Aumentum Technologies 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 Aumentum Technologies Tax Advisory Committee when appointing a substitute.

In the event no additional members of the Aumentum Technologies Tax Advisory Committee are able to attend, the Chair may appoint any employee who has responsibility for administration of any portion of the Aumentum Technologies tax system software from any county that is a member of the Aumentum Technologies Tax User Group.

#### Section 8. Requirement of a Quorum

For the Aumentum Technologies Tax User Group, a quorum shall exist when a voting delegate or alternate representing fifty percent plus one of the members of the Aumentum Technologies 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 Aumentum Technologies 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. Voting

Each county participating in the Aumentum Technologies Tax User Group is entitled to only one vote.

#### Section 10. Delegate and Alternate

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

#### Section 11. Vote Required

A simple majority of those present at a duly called meeting is required to pass an issue. Any action required or permitted to be taken at a duly called meeting may be taken by written action (ballot) or signed by written action (recorded in approved minutes).

Upon approval of the Aumentum Technologies Tax Advisory Committee, the Aumentum Technologies Tax User Group may vote by remote written action (ballot). A vote of fifty percent plus one majority of the Aumentum Technologies Tax User Group members is required to approve any issue voted on using remote written action. A remote written action shall not be used unless the Aumentum Technologies Tax User Group has had an opportunity to discuss at a duly called annual or other meeting of the Aumentum Technologies Tax User Group the issue to be decided by the remote written action.

## Section 12. Standing Committees

There shall be at least four (4) Standing Committees: Legislative Committee, Training Committee, Enhancement Committee, and Testing, Documentation, Standards, and Reports Committee. The Chair of all Standing Committees shall be appointed by the Aumentum Technologies Tax Advisory Committee. It is desirable for the Chair of all Standing Committees to be a member of the Aumentum Technologies Tax Advisory Committee; however, any employee of any member county may be appointed Chair of a Standing Committee.

Staff from any Aumentum Technologies Tax User Group county may participate on a Standing Committee. The Legislative Committee shall have at least one member of the Testing, Documentation, Standards, and Reports Committee serving as an advisor for all PRISM-related changes who in this role will be non-voting. Individuals must commit to participation and be recognized by the Aumentum Technologies Tax Advisory Committee as a committee member. Each Aumentum Technologies Tax User Group recognized individual participating on a Standing Committee is entitled to one vote. The Aumentum Technologies Tax Advisory Committee may delegate decision-making authority to a Standing Committee.

The Aumentum Technologies 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 and no more than eight (8) members including the Chair. The Standing Committee Chair is responsible for calling meetings, setting meeting agendas, making sure minutes are taken at each meeting and forwarded to MnCCC for publication, and reporting Standing Committee activities at Aumentum Technologies Tax Advisory Committee meetings and Aumentum Technologies Tax User Group meetings. Members of committees must be recognized by the Tax Advisory Committee. The committee Chair should report membership and changes in membership at a regularly scheduled Tax Advisory Committee Meeting.

## Section 14. Working Committees

The Aumentum Technologies Tax User Group or Aumentum Technologies 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 Aumentum Technologies Tax Advisory Committee. Staff from any Aumentum Technologies Tax User Group county may participate on Working Committees; however, individuals must commit to participation and be recognized by the Aumentum Technologies Tax Advisory Committee as a committee member. Each Aumentum Technologies Tax Advisory Committee recognized individual, participating on a Working Committee, is entitled to one vote.

The Aumentum Technologies Tax User Group and/or Aumentum Technologies Tax Advisory Committee may delegate decision-making authority to a Working Committee. The Aumentum Technologies 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, making sure minutes are taken at each meeting and forwarded to MnCCC for publication, and reporting Working Committee activities at Aumentum Technologies Tax Advisory Committee meetings and Aumentum Technologies Tax User Group meetings.

## Section 15. Meetings

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

1. The annual meeting of the Aumentum Technologies Tax User Group shall be held during the MnCCC Annual Conference. Additional meetings of the Aumentum Technologies Tax User Group shall be held at the call of the Aumentum Technologies Tax User Group Chair.



2. Meetings of Standing Committees and Working Committees shall be held at the call of the Chair of that particular committee.
3. Notice of Aumentum Technologies Tax User Group, Aumentum Technologies 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. MnCCC Staff Responsibility

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

### Article 4. Membership in the Aumentum Technologies Tax User Group

#### Section 1. Requirements of Membership in the Aumentum Technologies Tax User Group

1. Members must pay the dues established by the MnCCC Board of Directors as provided for in Article X, Sections 2 and 4 of the MnCCC Bylaws;
2. The Governing Board of each Member must ratify the current Aumentum Technologies Tax System Maintenance Agreement within ninety (90) days after signing by the MnCCC and the Chair. Voting rights and enhancement rights will be placed on hold for members without a ratification statement on file after the 90 day period unless this is waived by the Chair due to extenuating circumstances. Members may not submit requests for participatory enhancements without a contract ratification on file with MnCCC. Members must promptly pay their assigned rates when billed by MnCCC and stay current in their maintenance and support payments;
3. Members must abide by the provisions of the MnCCC Joint Powers Agreement, Bylaws, Aumentum Technologies Tax User Group Rules and Regulations, and the terms of the contract agreement(s) between MnCCC and Aumentum Technologies as ratified.
4. Members must not implement any changes, modifications or enhancements to the Aumentum Technologies Tax System, except insofar as such changes, modifications or enhancements are approved by the Aumentum Technologies Tax Advisory Committee.
5. Participation in the Aumentum Technologies Tax User Group may include an obligation to test changes to the Aumentum Technologies Tax System from time to time.

The provisions of this section apply in the same manner when and if any member purchases any of the supplemental software or other products made available under the current Aumentum Technologies Master Agreement with the exception of any supplemental software or other products that are part of a cost-sharing purchase methodology. If the supplemental software or other product is purchased under the Master Agreement but is an individual contract with the Member, it has not been purchased under a cost-sharing methodology.

#### Section 2. Benefits of Membership in the Aumentum Technologies Tax User Group

1. Aumentum Technologies Tax User Group members will receive the right to use the Aumentum Technologies Tax System and deliverables as defined in and under the conditions set forth in the current Aumentum Technologies Tax System Maintenance Agreement;

2. Aumentum Technologies Tax User Group members will receive maintenance and support services under the terms and conditions set forth in the current Aumentum Technologies Tax System Maintenance Agreement;
3. Aumentum Technologies Tax User Group members have the right to participate in the decisions of MnCCC and the Aumentum Technologies Tax User Group according to the procedures and provisions set forth in the MnCCC Joint Powers Agreement, Bylaws, and Aumentum Technologies Tax User Group Rules and Regulations.

## Article 5. Modifications of and Enhancements to the Aumentum Technologies Tax System

### Section 1. Approval

The Enhancement Committee will review all Enhancement Requests. The Enhancement Committee may approve, reject, modify, or hold for additional information any Enhancement Request. If the Enhancement Committee approves an Enhancement Request, the request will be forwarded to the Aumentum Technologies Tax Advisory Committee. The Aumentum Technologies Tax Advisory Committee shall review the request. If the Aumentum Technologies Tax Advisory Committee approves the request, the Aumentum Technologies Tax Advisory Committee will forward the request to Aumentum Technologies.

The Legislative Committee will review all Legislative Changes. The Legislative Committee will submit change requests directly to Aumentum Technologies without approval from the Enhancement Committee or the Aumentum Technologies Tax Advisory Committee. The Testing, Documentation, Standards, and Reports Committee will review all PRISM-related changes and advise the Legislative Committee via the Liaison before submitting change requests directly to Aumentum Technologies.

### Section 2. Enhancement Fund

All program development and license fee payments received by MnCCC, less any amounts due to Aumentum Technologies by MnCCC by virtue of any contracts between MnCCC and Aumentum Technologies regarding the Aumentum Technologies Tax System, shall be deposited into a MnCCC Aumentum Technologies Tax Enhancement Fund. The Aumentum Technologies Tax Advisory Committee may authorize disbursements from this fund to pay for the cost of enhancements to the Aumentum Technologies Tax System, and anything deemed necessary and approved by the Aumentum Technologies Tax Advisory Committee.

### Section 3. Enhancement Assessments

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

### Section 4. Participatory Enhancements

Participatory enhancements are enhancements that, in the opinion of the Aumentum Technologies Tax Advisory Committee, are of benefit to only a portion of the Aumentum Technologies Tax User Group members. Participatory enhancements must be approved by the Enhancement Committee and the Aumentum Technologies Tax Advisory Committee. Participatory enhancements shall be paid for by the member(s) requesting the enhancement and shall not be paid for using the MnCCC Aumentum Technologies 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 6. Expense Reimbursements

### Section 1. Aumentum Technologies Tax Advisory Committee Member Expenses

Meeting expenses incurred by Aumentum Technologies Tax Advisory Committee members shall be reimbursed at actual cost for travel, meal and lodging expenses. Requests for reimbursement shall be submitted to MnCCC on forms prescribed by MnCCC. The Aumentum Technologies Tax User Group and/or Aumentum Technologies 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 Aumentum Technologies Tax User Group and Aumentum Technologies Tax Advisory Committee shall be shared equally by all members of the Aumentum Technologies Tax User Group. All expense reimbursement forms from the previous year must be filed by June 30th of the current year.

### Section 2. Aumentum Technologies Tax User Group's Standing/Working Committee Member Expenses

Unless preapproved by the Aumentum Technologies Tax Advisory Committee or the User Group Chair, only individuals who have been recognized by the Aumentum Technologies Tax Advisory Committee as provided in Section 12 or Section 14 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 MnCCC on forms prescribed by MnCCC.

The Aumentum Technologies Tax User Group and/or Aumentum Technologies 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 Aumentum Technologies Tax User Group. All expense reimbursement forms from the previous year must be filed by June 30th of the current year.

## Article 7. Beta Testing and Report Writing Fund

### Section 1. Reimbursement Plan

A Beta Testing and Report writing reimbursement plan was approved by the Tax Advisory Committee in 2018.

1. All counties that volunteer to test patches, including creating scripts, report writing, or attending testing meetings or release item demos, can add their time to the Testing Reimbursement file found on the Aumentum Technologies Tax User Group SharePoint site.
2. All testing has a weighted number which is used to calculate the amount to be dispersed to each County that participated.

### Section 2. Payments

The Chair of the Testing, Documentation, Standards, and Reports Committee will present the amounts to be dispersed at the Aumentum Technologies Tax User Group Annual Meeting for approval. Once the beta testing distribution to counties has been approved, MnCCC staff will contact the counties regarding payment which can be received via check to the counties, member deposit, or a combination of both to the total amount approved for that county.

## Article 8. Amendment of Rules and Regulations

These Rules and Regulations may be amended by the Aumentum Technologies Tax User Group as appropriate, subject to approval by the MnCCC Board.