



Ethics and Conflict of Interest Policy
of the
COURTS AND LAW ENFORCEMENT MANAGEMENT
INFORMATION SYSTEM (CLEMIS) AUTHORITY
(as of November 10, 2025)

Members of the authority board (the “**Authority Board**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”), members of the executive committee of the Authority (the “**Executive Committee**”), officers of the Authority, and employees of the Authority (each a “**Covered Individual**”) are subject to, and shall comply with, this ethics and conflict of interest policy (the “**Policy**”).

ARTICLE I
ETHICS

- 1.1. **Nondisclosure of Confidential Information.** A Covered Individual shall not divulge to an unauthorized person confidential information acquired in the course of employment or service in advance of the time prescribed for its authorized release to the public.
- 1.2. **Personal Opinions.** A Covered Individual shall not represent his or her personal opinion as that of the Authority.
- 1.3. **Appropriate Use of Personnel, Property, and Funds.** A Covered Individual shall use personnel resources, property, and funds under the Covered Individual’s official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- 1.4. **Solicitation.** A Covered Individual shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the Authority, which tends to influence the manner in which the Covered Individual performs official duties.
- 1.5. **Restricted Business Transactions.** A Covered Individual shall not engage in a business transaction in which the Covered Individual may profit from his or her official position or authority or benefit financially from confidential information that the Covered Individual has obtained or may obtain by reason of that position or authority. Instruction not done during regularly scheduled working hours, except for annual leave or vacation time, is not considered a business transaction under this section 1.5 if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the Authority.



1.6. **Violations.** (a) A Covered Individual who has knowledge that another Covered Individual other than the chairperson of the Executive Committee has violated this Policy may report the existence of the violation to the chairperson of the Executive Committee. A Covered Individual who has knowledge that the chairperson of the Executive Committee has violated this Policy may report the existence of the violation to the vice-chairperson of the Executive Committee.

(b) A Covered Individual who reports or is about to report a violation of this Policy is not subject to any of the following sanctions because they reported or were about to report a violation of this Policy:

- (1) dismissal from employment or office;
- (2) withholding of salary increases that are ordinarily forthcoming to the Covered Individual;
- (3) withholding of promotions that are ordinarily forthcoming to the Covered Individual;
- (4) demotion in employment status; and
- (5) transfer of employment location.

1.7. **Reports.** The chairperson of the Executive Committee shall report regularly to the Executive Committee on any violations of this Policy.

ARTICLE II CONFLICT OF INTEREST

2.1. **Restrictions on Participation in Authority Contracts.** Except as provided in section 2.3, a Covered Individual shall not be a party, directly or indirectly, to any contract between the Covered Individual and the Authority, other than an employment contract between the Covered Individual and the Authority.

2.2. **Restrictions on Soliciting Authority Contracts.** (a) Except as provide in section 2.3, a Covered Individual shall not directly or indirectly solicit any contract between the Authority and any of the following:

- (1) the Covered Individual, excluding an employment contract between the Covered Individual and the Authority;
- (2) any firm, including a partnership, co-partnership, limited liability company, or other unincorporated association of which the Covered Individual is a partner, member, officer, or employee;
- (3) any corporation in which the Covered Individual is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of



\$25,000.00 if the stock is listed on a stock exchange, or of which the Covered Individual is a director, officer, or employee; or

- (4) any trust of which the Covered Individual is a beneficiary or trustee.

(b) A Covered Individual shall not take any part in the negotiations for a contract described in section 2.2(a), the renegotiation or amendment of the contract, or in the approval of the contract, and shall not represent either party in the transaction.

2.3. Exceptions to Restrictions Under 2.1 and 2.2. (a) The restrictions under sections 2.1 and 2.2 do not apply to any of the following contracts:

- (1) a contract between two or more public entities;
- (2) a contract awarded by the Authority to the lowest qualified bidder, other than a Covered Individual, upon receipt of sealed bids pursuant to a published notice. Except as authorized by law, the notice does not bar any qualified person, firm, corporation, trust, or other entity from bidding. This section 2.3(a)(2) does not apply to amendments or renegotiations of a contract or to additional payments made under a contract that were not authorized by the contract at the time of award by the Authority; or
- (3) a contract for public utility services where the rates are regulated by the state of Michigan or the federal government.

(b) The restrictions under sections 2.1 and 2.2 do not apply to a Covered Individual who is paid for working an average of 25 hours per week or fewer for the Authority, but the Covered Individual shall meet all of the following requirements:

- (1) the Covered Individual shall promptly disclose any financial interest in a contract with the Authority to the Executive Committee and the disclosure must be made a matter of record in the official proceedings of the Executive Committee and posted on a publicly accessible internet website maintained by the Authority;
- (2) unless the Covered Individual making the disclosure under section 2.3(b)(1) will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract, and the Covered Individual files a sworn affidavit to that effect with the Executive Committee, or unless the contract is for emergency repairs or services, the disclosure must be made in either of the following manners:
 - (A) the Covered Individual promptly discloses in writing to the chairperson of the Executive Committee, or if the chairperson is the public servant who is party to the contract, to the secretary of the Executive Committee, the financial interest in the contract at least seven days prior to the meeting at which a vote on the contract will be

taken. A disclosure under this section 2.3(b)(2)(A) must be made public in the same manner as a public meeting notice and be posted on a publicly accessible internet website maintained by the Authority; or

- (B) the Covered Individual discloses the financial interest at a public meeting of the Executive Committee. The vote on the contract must be taken at a meeting of the Executive Committee held at least seven days after the meeting at which the disclosure is made. If the amount of the direct benefit to the Covered Individual is more than \$5,000.00, disclosure must be made as provided under this section 2.3(b)(2)(B);
- (3) the contract is approved by a vote of not less than two-thirds of the full membership of the Executive Committee in open session without the vote of the public servant making the disclosure; and
- (4) the Executive Committee discloses all of the following summary information in its official minutes:
 - (A) the name of each party involved in the contract;
 - (B) the terms of the contract, including duration, financial consideration between parties, facilities, or services of the Authority included in the contract, and the nature and degree of assignment of employees of the Authority for fulfillment of the contract; and
 - (C) the nature of any financial interest.

(c) If two-thirds of the members of the Executive Committee are not eligible under this Policy to vote on a contract or to constitute a quorum, a member of the Executive Committee may be counted for purposes of a quorum and may vote on the contract if the member of the Executive Committee will directly benefit from the contract in an amount less than \$250.00 and less than 5% of the public cost of the contract and the member of the Executive Committee files a sworn affidavit to that effect with the Executive Committee. The affidavit must be made a part of the public record of the official proceedings of the Executive Committee and posted on a publicly accessible internet website maintained by the Authority.

(d) Sections 2.1 and 2.2 do not prevent a Covered Individual from making or participating in a governmental decision of the Authority to the extent that the Covered Individual's participation is required by law. As used in this section 2.3(d), "**governmental decision**" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by members of the Executive Committee is required and by which the Authority effectuates or formulates public policy.

2.4. **Restrictions on Conflicting Employment Interests.** Except as provided in section 2.6, a Covered Individual shall not engage in or accept



employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Covered Individual's official duties for the Authority or when that employment may tend to impair the Covered Individual's independence of judgment or action in the performance of official duties for the Authority.

2.5. **Additional Restrictions.** Except as provided in section 2.6, a Covered Individual shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuing of permits or certificates, or other regulation or supervision relating to a business entity in which the Covered Individual has a financial or personal interest.

2.6. **Exceptions to Restrictions Under Sections 2.4 and 2.5.** (a) Sections 2.4 and 2.5 do not apply and a Covered Individual may vote on, make, or participate in making a governmental decision if all of the following occur:

- (1) the requisite quorum necessary for official action on the governmental decision by which the Authority Board or Executive Committee on which the Covered Individual serves is not available because the participation of the Covered Individual in the official action would otherwise violate sections 2.4 or 2.5;
- (2) the Covered Individual is not paid for working more than 25 hours per week for the Authority; and
- (3) the Covered Individual promptly discloses any personal, contractual, financial, business, or employment interest the Covered Individual may have in the governmental decision and the disclosure is made part of the public record of the official action of the Authority Board or the Executive Committee on the governmental decision.

(b) Additionally, if the governmental decision involves the awarding of a contract, sections 2.4 and 2.5 do not apply and a Covered Individual may vote on, make, or participate in making the governmental decision if the Covered Individual will directly benefit from the contract in an amount less than \$250.00 or less than 5% of the public cost of the contract, whichever is less, and the Covered Individual files a sworn affidavit containing that information with the Authority Board if the Authority Board is making the governmental decision or the Executive Committee if the Executive Committee is making the governmental decision. The affidavit required by this section 2.6(b) must be made a part of the public record of the official action on the governmental decision and be posted on a publicly accessible internet website maintained by the Authority.

(c) As used in this section 2.6(c), "**governmental decision**" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, ordinance, order, or measure on which a vote by



members of the Authority Board or the Executive Committee is required and by which the Authority effectuates or formulates public policy.

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