



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY**

EXECUTIVE COMMITTEE

RESOLUTION 2025-5

Format for Agendas, Resolutions, and Minutes

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that the following format for agendas, resolutions, and minutes of the Executive Committee are approved:

<Format for Agenda>

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY**

EXECUTIVE COMMITTEE

[REGULAR/SPECIAL] MEETING

[Date of Meeting]
[Time of Meeting]
[Meeting Location Name]
[Meeting Location Address]
[CITY], MI [Zip Code]

Agenda

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Approval of Minutes**
5. **Public Comment**
6. **Reports**
 - A. Administrative Report
 - B. Committee Reports (if any)
 - C. Financial Report (if any)

D. Audits (if any)

- 7. **Old Business**
- 8. **New Business**
- 9. **Other Business**
- 10. **Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval by the executive committee of the Authority.

<Format for Minutes>

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY**

EXECUTIVE COMMITTEE

[Date of Meeting]
 [Time of Meeting]
 [Meeting Location Name]
 [Meeting Location Address]
 [CITY], MI [Zip Code]

MINUTES

Proposed Minutes Approved Minutes

Meeting Type: Regular Special

1. Call To Order

The meeting was called to order by _____ at __:__.m.

2. Roll Call

Executive committee member attendance:

[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
[Name], Member	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

[Name], Member

Present

Absent

[Name], Member

Present

Absent

*By teleconference or video conference (due to military duty or medical condition).

Other attendees: [Name], [Name], . . . and [Name].

3. Approval of Agenda (if items are added, they should be included under other business)

Moved by:

Supported by:

Yes: ___ No: ___

4. Approval of Minutes (from prior meeting)

Moved by:

Supported by:

Yes: ___ No: ___

5. Public Comment (if any)

[The executive committee heard comments from _____ related to _____.]

6. Reports

A. Administrative Report

The executive committee received a report from _____ related to _____.

B. Committee Reports (if any)

[[There were no committee reports.]/[The executive committee received a report from the _____ committee related to _____].]

C. Financial Report (if any)

The executive committee received a report from _____ related to financial matters of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”).

D. Audits (if any)

[[There were no audits]/[_____ from _____ presented an audit of _____ to the executive committee.]]

7. Old Business

[Moved by: _____.]

Supported by: _____.

Yes: ___ No: ___]

8. New Business

Moved by: _____.

Supported by: _____.

Yes: ___ No: ___

9. Other Business

[Moved by: _____.]

Supported by: _____.

Yes: ___ No: ___]

10. Adjournment

Moved by: _____.

Supported by: _____.

Yes: ___ No: ___

CERTIFICATION OF MINUTES

Proposed minutes respectfully submitted,

[Secretary Name]
Secretary

Date

Approved by the executive committee on [date of approval meeting].

[Secretary Name]
Secretary

Date

<Format for Resolution>

**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM
(CLEMIS) AUTHORITY**

EXECUTIVE COMMITTEE

RESOLUTION [YEAR]-[NUMBER]
[Subject of Resolution]

The executive committee (the “**Executive Committee**”) of the Courts and Law Enforcement Management Information System (CLEMIS) Authority (the “**Authority**”) hereby resolves that
.....

- [...];
- [...]; and
- [...].

Secretary’s Certification:

I certify that this resolution was adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on _____.

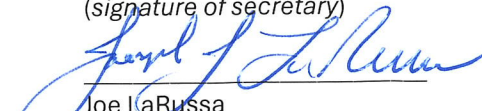
[Secretary Name]
Secretary

Secretary’s Certification:

I certify that this resolution was duly adopted by the executive committee of the Courts and Law Enforcement Management Information System (CLEMIS) Authority at a properly noticed open meeting held with a quorum present on November 10, 2025.

By:

(signature of secretary)



Joe LaRussa
Secretary