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Amended and Restated Bylaws of the City of St. Louis Mental Health Board of Trustees

Adopted April 16, 2026

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**ARTICLE I
EFFECTIVE DATE OF BYLAWS**

The effective date of these Amended and Restated Bylaws shall be April XX, 2026 and shall supersede any other or prior Bylaws adopted by the Board of Trustees.

**ARTICLE II
NAME**

The name of this organization shall be known as the City of St. Louis Mental Health Board of Trustees. The Board of Trustees may conduct its mental health board activities and community children's services fund activities under the name "St. Louis Mental Health Board" or "Mental Health Board."

**ARTICLE III
STATEMENT OF PURPOSE; MISSION, VISION, AND VALUES; INDIVIDUALS SERVED**

Section 3.1. Purpose. The purposes for which this organization was established are:

Community Mental Health Fund Activities:

(a) Providing necessary funds to establish, operate, and maintain community mental health centers, mental health clinics, or any comprehensive mental health services; and

(b) Providing funds to supplement existing funds for the operation and maintenance of community mental health centers, mental health clinics, or any comprehensive mental health services; and

(c) Purchasing any of the comprehensive mental health services from community mental health centers, mental health clinics, and other public facilities or not-for-profit corporations which are designated by the Missouri Department of Mental Health.

Community Services Children's Fund Activities:

To provide funds for counseling and related services to children and youth which will promote healthy lifestyles and strengthen families

(a) Up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth; respite care services; and services to unwed mothers;

(b) Outpatient chemical dependency and psychiatric treatment programs; counseling and related services as a part of transitional living programs; home-based and community-based family intervention programs; unmarried parent services; crisis intervention services, inclusive of telephone hotlines; and prevention programs which promote healthy lifestyles among children and youth and strengthen families; and

(c) Individual, group, or family professional counseling and therapy services; psychological evaluations; and mental health screenings.

Section 3.2. Mission Statement. MHB strategically invests in effective, equitable systems that improve behavioral health and expand opportunity for St. Louis City residents.

Section 3.3. Vision Statement. We envision a future St. Louis built with community voices, shared investment, and collective action to create lasting well-being for all.

Section 3.4. Values. In pursuit of its mission, we, the MHB, practice the following core values:

(a) Person-Centered: We honor the inherent worth of every individual, valuing the dignity, perspectives, and needs of those we serve and those we work alongside.

(b) Integrity: We are guided by honesty and accountability in our decisions and relationships.

(c) Learning: We embrace curiosity, reflection, and continuous improvement to strengthen our impact and drive innovation.

(d) Collaboration: We achieve more together by building trust, sharing knowledge, and working across boundaries to tap into our collective strength to achieve common goals.

(e) Measurable Impact: We commit to make a difference that can be seen, felt, and measured, ensuring our work creates lasting and meaningful change.

(f) Transparency: We communicate openly and clearly, ensuring that our actions, decisions, and results are visible and accessible.

Section 3.5. Individuals Served. Entities funded through MHB shall use funds to provide programs and services to the following individuals:

(a) Residency. Services can only be provided to residents of the City of St. Louis, Missouri, pursuant to guidelines set forth in MHB's Community Investment Policies.

(b) Age. Services funded by the Community Children's Services Fund can only be provided to children and youth aged eighteen (18) years-old and younger. Services to adult family members that are a part of a child's or youth's treatment plan may also be supported through the Community Children's Services Fund pursuant to guidelines set forth in MHB's Community Investment Policies. Services funded by the Community Mental Health Fund can be provided to qualifying children, youth, and adults.

**ARTICLE IV
CITY OF ST. LOUIS MENTAL HEALTH BOARD OF TRUSTEES;
TRUSTEES TO SERVE ON GOVERNING BOARD OF
COMMUNITY CHILDREN'S SERVICES FUND**

Section 4.1. Authority. The governance and management of MHB shall be vested in the Board of Trustees (the "Board").

(a) The Board shall serve as the trustees of the Mental Health Board and shall fulfill the duties and seek to provide services pursuant to Section 205.975, RSMo, *et seq.*, as may be amended.

(b) The Board shall also serve as trustees of the Community Children's Services Fund and shall fulfill the duties and seek to provide services pursuant to Section 210.860, RSMo, *et seq.*, as may be amended.

(c) All of the powers, duties, and functions of MHB as conferred by these bylaws, state statutes, city codes and ordinances, common law, court decisions, or otherwise, shall be exercised, performed, or controlled by the Board. The Board shall have supervision, control, and direction over the management, affairs, and property of MHB; shall determine its policies or changes therein; and shall actively prosecute its purposes and objections and supervise the disbursement of its funds. The Board may delegate certain of its authority and responsibility to an Executive Committee and/or Chairperson.

(d) The Board shall not permit any part of the net earnings or capital of MHB to inure to the benefit of any trustee, director, officer, or other private person or individual. Provided, however, that the Board is authorized to employ such person or persons, including an executive director, officers, attorneys, directors, agents, and assistants, as in its judgment are necessary or desirable for the administration and management of MHB, and to pay reasonable compensation, but not bonuses, for all services performed and expenses incurred in connection with such services.

(e) The Board may, from time to time, appoint as advisors, persons whose advice, assistance, and support may be deemed helpful in determining policies and formulating programs for carrying out the purposes and functions of MHB.

(f) In addition to the general powers described in this Section, the Board of Trustees will also have the following specific authority:

i. The power to set spending and service priorities of MHB annually in accordance with Section 205.975 RSMo, *et seq.*, as may be amended, and Section 210.860, RSMo, *et seq.*, as may be amended.

ii. The power to contract with any entity permitted under relevant statute, code, ordinance, common law, court decisions, or otherwise, to achieve MHB's purposes set forth in these Bylaws, and as further described in MHB's Community Investment Policies separately developed by the Board.

iii. The right to purchase goods and services from other organizations that assist in collecting and disseminating information, services, and assistance to meet the needs of the target population and in funding activities. Funding activities shall include, but not be limited to, the development of funding strategies and collaborations; the assessment of the effectiveness of funding strategies and operations; and the identification of opportunities to improve organizational and community-level outcomes.

Section 4.2. Appointment. The Board to administer the Community Mental Health Fund and the Community Children's Services Fund shall be comprised, as determined by the Board, of not less than nine (9) members, and not to exceed fifteen (15) members, who shall (i) be recommended by the MHB to the nominating authority of the City of St. Louis, and then be (ii) appointed and confirmed by the governing body of the City of St. Louis. Notwithstanding the forgoing, the members of the Board shall be comprised of the following:

(a) At least one-half of the members of the Board shall be individuals who are not providers of health services.

(b) At least one member shall be a licensed physician.

(c) No more than one-third of the members shall represent public or private entities involved in the provision of services as detailed in Section 205.975, RSMo, *et seq.*, as may be amended. At least one-third of the members shall represent consumers of behavioral health services or the families of such consumers.

(d) The members of the Board shall be generally representative of the residents of the City of St. Louis, taking into consideration the Board member's employment, race, age, gender, place of residence, and other demographic characteristics of the city.

(e) The terms of office for members of the Board shall be and remain as staggered terms after the initial terms. All terms for members of the Board shall be for three (3) years.

(f) Any member of the Board serving their term of office when such three-year (3) term shall have expired shall continue in office to serve as a member of the Board until such time as such office shall be duly re-appointed. Provided, however, that any vacancy in the office of a member of the Board, whether by reason of absence, illness, or death of a member, may be filled as provided for in this Section 3.2.

(g) Section 210.861.3 RSMo, relating to the Community Children's Services Fund states that no member of the board shall serve on the board of directors of any recipient entity, have a financial interest in, or be employed by a recipient entity. In addition, Section 205.987 RSMo relating to the Community Mental Health Fund prohibits employees of any recipients of funding from serving on the MHB Board.

Section 4.3. Regular Meetings. The Board shall meet to conduct business on a regular basis at least 10 times per year. Notice of the time and place of each such regular meeting shall be given as prescribed in Section 3.6, herein.

Section 4.4. Special Meetings. Special meetings of the Board may be called by or at the request of the Board Chairperson or upon request of one-third (1/3) of the Board. Notice of the time, place and purpose of any special meeting of the Board shall be given as prescribed in Section 3.6, herein.

Section 4.5. Attendance at Meetings. Attendance at each Board meeting is very important in order for the Board to carry out the mission of MHB. Trustees may participate in-person or via phone or video conference in a manner permitted under the Missouri Sunshine Law, Section 610.010, RSMo, *et seq.* A trustee who is going to be absent from a Board meeting shall notify the Executive Director, which will constitute an excused absence. Three (3) or more unexcused absences from Board meetings in a single fiscal year shall be considered a *de facto* resignation effective as of the date of the next scheduled board meeting thereafter.

Section 4.6. Notice. Written notice stating the place, date, and time of any regular or special meeting of the Board shall be posted at prominently in the MHB's principal office, on the City of St. Louis's website, and on the MHB website. These public notices shall be posted at least 24 hours prior to the scheduled meeting time and must list the meeting's tentative agenda. Should proper notice not be given, the meeting shall be cancelled in accordance with Missouri Sunshine Law.

Section 4.7. Agenda. The Board Chairperson, with the assistance of the Executive Director of MHB, shall prepare an agenda for each regular and special meeting of the Board. Trustees may contact the Executive Director to request items be placed on the Board agenda. The deadline for requesting items to be included on the agenda shall be at least 48 hours prior to the meeting date.

Section 4.8. Quorum. A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the trustees then in office.

Section 4.9. Public Meetings and Records. All meetings and records of the Board shall be open to the public, except as otherwise authorized to be closed under the provisions of Chapter 610, RSMo., as amended.

Section 4.10. Telephone and Videoconference Meetings. Trustees may participate in and hold a meeting by means of telephone conference, videoconference, or similar telecommunications equipment by means of which all persons participating in the meeting can hear each other and where members of the public may participate, as well. Should MHB opt to hold the meet via teleconference or videoconference, the public notice announcement should include the dial-in conference number and password for any member of the public wishing to participate and otherwise comply with the Missouri Sunshine Law.

Section 4.11. Manner of Acting. The act of the majority of the Board present and participating via telephone or video conference at a meeting of the Board at which a quorum is present shall be the act of the Board, unless the affirmative vote of a greater number is required by law or by the Bylaws.

Section 4.12. Compensation. The Board shall not receive compensation for their services but may be reimbursed for their actual and necessary expenses, in accordance with Sections 205.975, RSMo., *et seq.*, as may be amended, and Section 210.860, RSMo., *et seq.*, as may be amended.

ARTICLE V OFFICERS

Section 5.1. Number. The Board shall elect a Chairperson (the “Chair”), Vice-Chairperson (the “Vice Chair”), and Secretary/Treasurer, and such other officers as it deems necessary for the efficient and effective management of MHB.

Section 5.2. Term. Each of these offices shall be held for a term of one year.

Section 5.3. Election and Installation. A meeting shall be held in the month of March each year at which the Governance, Finance and Administration Committee, as provided for herein, shall present a slate of one or more candidates for each office. Further, nominations may be made from the floor. The election of officers shall be by written ballot and a plurality vote of total Board membership to elect. If there is but one candidate for an office, the election may be by voice vote. A meeting shall be held in the month of April each year at which all officers of the Board shall be installed into office.

Section 5.4 Removal. Any officer elected or appointed to the Board may be removed, upon a two-thirds vote of the Board as an officer – not as a Trustee – by the Board whenever, in the judgment of the Board, the best interests of the organization would be served.

Section 5.5. Resignation. Any officer may resign at any time by giving written notice to the Board Chairperson or, in said Chairperson's absence, the Vice Chairperson. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof.

Section 5.6. Vacancies. A vacancy in any office due to the absence, illness, death, resignation, removal, disqualification, or otherwise, of the officer, may be filled by the Board for the unexpired portion of the term upon a majority vote of the Board.

Section 5.7. Duties. The officers shall perform the duties usually pertaining to their respective offices, including, but not limited to, as follows:

(a) The Chair shall preside at all meetings of the Board and shall be a voting member of the Board.

(b) The Vice Chair shall, in the absence of the Chair or in the event of the Chair's inability to act, perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair.

(c) The Secretary/Treasurer shall: (i) have charge and custody of and be responsible for all funds and securities of the organization; ensure such banks, trust companies or other depositories shall be selected in accordance with the provisions of Article VIII of these Bylaws; (ii) keep the minutes of the Board meetings; (iii) see that all notices are duly given in accordance with the provision of these Bylaws or as required by law; and (iv) in general, shall perform personally or through a designee, all the duties incident to the office of Secretary/Treasurer and such other duties as from time to time may be assigned by the Chair or by the Board.

Section 5.8. Voting. A majority of all votes in favor of a matter shall be required to pass any measure before the Board, except as may be otherwise specifically provided by the Bylaws or state law. Members should recuse themselves from participating in, and abstain from voting upon, any measure in which such members have a substantial personal or private interest, as defined by state law. An abstention vote shall not be counted as a vote in favor of, nor against, a measure.

ARTICLE VI COMMITTEES

Section 6.1. Standing or Ad Hoc Committees. The Chair or the Board, by resolution, may establish one or more standing committees or ad hoc committees as deemed necessary. All committees must be chaired by a member of the Board.

Section 6.2. Authority. Excepting the duties and role of the Executive Committee as set forth hereinbelow, a standing committee or ad hoc committee shall undertake advisory and administrative functions only, and no such committee shall have or exercise the authority of the Board in the management of MHB.

Section 6.3. Names and Descriptions of Standing Committees. In addition to any other standing committee authorized by resolution pursuant to Section 5.1 hereof, there shall be the following standing committees, each with the responsibilities as set out herein:

(a) The Executive Committee shall be composed of the three Board officers, the Board Chair, the Vice Chair, and the Secretary/Treasurer. The Executive Committee shall have the responsibility to

make decisions in emergency circumstances, subsequent to affirmation of, and ratification by, the Board at a subsequent meeting. Additionally, the committee shall study, review, and consider such matters as may be assigned to the Executive Committee by the Board, including, but not limited to, litigation and potential litigation, contracts, and fiscal matters.

(b) The Governance, Finance, and Administration Committee shall be:

- i. charged with issues including but not limited to organizational financial issues including budget, financial management, and the annual audit;
- ii. charged with issues pertaining to governance and bylaws, nominating, and succession planning; and
- iii. shall study, review and consider matters affecting the staffing and administration of MHB.

(c) The Program and Performance Committee shall provide governance, advisement, and oversight to support the successful implementation of community investment strategy and continuous quality improvement of MHB's performance.

ARTICLE VII EXECUTIVE DIRECTOR

Section 7.1. Hiring. The Board shall have the authority to hire and evaluate the performance of the Executive Director, who will serve at the pleasure of the Board and who shall be responsible for the day-to-day operations of MHB in accordance with Board direction and MHB's policies and purposes.

Section 7.2. Duties. The Executive Director shall have all duties as described in these Bylaws, including reporting to the Board regarding the performance of MHB.

ARTICLE VIII CONTRACTS; FINANCIAL MANAGEMENT

Section 8.1. Contracts. The Board may authorize any officer or officers, agent or agents of MHB, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of MHB. The officers' role in the authorization of financial instruments is defined in MHB's Accounting Policies and Procedures. Such authority may be handled by resolutions by the Board.

Section 8.2. Fiscal Year. The fiscal year of MHB shall be from July 1st through June 30th.

Section 8.3. Budget. The Board shall develop and approve an annual budget. The annual budget shall present a complete financial plan for the ensuing budget year with respect to both the Community Mental Health Fund, and its tax revenues, and the Community Children's Services Fund, and its tax revenues, as well as any other sources of funds. The budgets and accounts of the Board shall not commingle the monies of the Community Mental Health Fund and the Community Children's Services Fund; provided however, that the budgets may provide for cost allocation for shared expenses and a combined operating fund may be utilized, so long as all funds are accounted for separately.

Section 8.4. Investment of Funds. The Board shall adopt a policy on the investment of funds, which policy shall specify the general objectives, standards of care, safekeeping and custody, suitable investments, investment parameters, and reporting of its funds. The Board may invest funds not immediately needed for the purposes to which such funds, or any of them, may be applicable; provided, however, that the requirements for separate deposit insurance of public funds permitted by federal deposit insurance are met and there is compliance with the following conditions. The public funds are invested through a financial institution which has been selected as a depository of the funds in accordance with any applicable provisions for the statutes of Missouri relating to the selection of depositories and such financial institution enters into a written agreement with the Board.

Section 8.5. Deposits. All funds of the MHB not otherwise employed shall be deposited from time to time to the credit of MHB in such banks, trust companies, or other depositories as the Board may select in accordance with these Bylaws.

Section 8.6. Checks, Drafts, Notes, Etc. All checks, drafts or other orders for payment of money, notes, or other evidence of indebtedness issues in the name of MHB shall be signed by the officer or officers, agent or agents of MHB and in such other manner as may from time to time be determined by these Bylaws or by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the Executive Director and countersigned by the Secretary/Treasurer, Chair, or Vice Chair of MHB.

Section 8.7. Audited Financial Statements. On an annual basis the Board shall have a financial audit performed by an independent accounting firm. The Board will address any findings identified therein.

ARTICLE IX ETHICS; CONFLICTS OF INTEREST

Section 9.1. Ethics Policy. The Board shall approve and implement an Ethics Policy which complies with the requirements of Chapter 105 of the Revised Statutes of Missouri.

Section 9.2. MHB Policies. The policies of MHB shall adhere to applicable ethics laws in the State of Missouri, and all City of St. Louis conflict of interest provisions as set forth in the City Charter and ordinances.

Section 9.3. Trustees, Officers, and Employees. Each trustee, officer, and employee of MHB shall adhere to applicable ethics laws.

Section 9.4. Questions. The Board may refer any question arising under ethics laws in relation to MHB policies or the actions of a trustee, officer, or employee to the MHB's general counsel.

Section 9.5. Employment. Individual trustees shall not be eligible for employment by MHB within twelve (12) months or termination of service as a member of the Board. No person may be employed by MHB if related within the fourth degree by blood or by marriage to any member of the Board.

Section 9.6. Other Relationships. Trustees, officers, and employees shall not serve in any capacity, as an employee, officer, or Board member with any organization that MHB funds.

Section 9.7. Recusal. In addition to the obligation to comply with all applicable conflict of interest provisions, a trustee shall not cast a vote or participate in a discussion with other trustees or MHB staff regarding use of MHB funds when such trustee serves on the governing body or is employed by an entity which presently benefits from or may reasonably be expected to benefit from MHB funds under consideration. For the purposes of this section, “benefits from funds” means that the entity of which the trustee is a member of its governing body, or which employs the trustee, is the site at which MHB-funded services are provided, regardless of the actual service provider, or which otherwise permits an MHB-funded service provider to provide services to children, youth, or adults within the scope of the entity’s mission.

ARTICLE X INDEMNIFICATION

Section 10.1. Indemnification. In the event that any employee, volunteer, officer, or trustee of MHB who was or is a party to or threatened to be made a party to any threatened pending or completed action, suit, or proceeding, whether civil, administrative, or investigative, seeks indemnification from the MHB against expenses, including attorney’s fees, and in the case of actions other than those by or in the right of the MHB, judgments, fines and amounts paid in settlement, actually and reasonably incurred by them in connection with such action, suit, or proceeding by reason of the fact that such person is or was a trustee, officer, employee or agent of the MHB, or is or was serving at the request of the MHB as an officer, trustee, employee, or agent of another entity, domestic or foreign, nonprofit or for-profit, partnership, joint venture, trust, or other enterprise, then, unless such indemnification is ordered by a court, the MHB shall determine or cause to be determined, in the manner provided under Missouri law; and to the extent it is so determined that such indemnification shall be provided, such person may be indemnified to the fullest extent now or hereafter permitted by Missouri law.

Section 10.2. Indemnification Not Exclusive of Other Rights. The indemnification provided in Section 10.1 above shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the Bylaws, or any agreement, vote of disinterested Board members, or otherwise as to action in an official capacity while holding such office. Such indemnification shall continue as to a person who has ceased to be a trustee, officer, employee, or agent and shall inure to the benefit of the heirs, executors, and administrators of such person.

ARTICLE XI STATEMENT OF NON-DISCRIMINATION

Section 11.1. Non-Discrimination. MHB shall not discriminate against any person or entity in hiring of personnel, election of members of the Board of Trustees, provision of services, contracting for or purchasing services, or in any other way on the basis of race, religion, color, sex, sexual orientation, gender identity, national origin, disabling condition, or any other bases prohibited by law. MHB’s policy against discrimination includes a commitment to full compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, and any other similar Federal, State, or local statutes, codes, or ordinances and their amendments.

ARTICLE XII
FIXING OF THE AD VALOREM TAX

Section 12.1 Tax Rates. The Board shall fix the ad valorem property tax rates for both the Community Mental Health Fund and the Community Children’s Services Fund as provided by Section 67.110, RSMo., but not later than the date set by the Assessor for the City of St. Louis for submittal of the tax rates for each fund into the tax records of the City of St. Louis.

a) Before the Board fixes the Mental Health and Children’s Services rates of taxation, the Board or its designee shall present the following information, separately for each tax rate to be levied: the assessed valuation by category of real, personal, and other tangible property in the City of St. Louis as entered in the tax book for the fiscal year for which the tax is to be levied, as provided by subsection 3 of section 137.245, RSMo, the assessed valuation by category of real, personal, and other tangible property in the City of St. Louis for the preceding taxable year, the amount of revenue required to be provided from the property tax as set forth in the annual budget adopted as provided by these Bylaws, and the tax rate proposed to be set.

b) Should the Board whose taxes are collected by the collector of revenue fail to fix its ad valorem property tax rate the date set by the Assessor of the City of St. Louis for submittal of the tax rates, then no tax rate other than the rate, if any, necessary to pay the interest and principal on any outstanding bonds shall be certified for that year.

c) The Board shall hold at least one public hearing for the proposed rates of taxes at which citizens may be heard prior to their approval. The Board shall determine the time and place for such hearing. A notice stating the hour, date, and place of the hearing shall be published in at least one newspaper qualified under the laws of the state of Missouri of general circulation in the county within which all or the largest portion is located at least fourteen (14) days prior to the date of the hearing. The notice shall comply with the statutes of the State of Missouri and to the extent so necessary shall include the assessed valuation by category of real, personal and other tangible property in the City of St. Louis for the fiscal year for which the tax is to be levied as provided by subsection 3 of section 137.245, RSMo, the assessed valuation by category of real, personal and other tangible property in the City of St. Louis for the preceding tax year, for each rate to be levied the amount of revenue required to be provided from the property tax set forth in the annual budget adopted as provided by this chapter, and the tax rates proposed to be set for the various purposes of taxation.

d) The notices, publications and agendas for the public hearing shall clearly show that the rates of taxes being considered are the Community Mental Health Fund Tax and, separately, the Community Children’s Services Fund Tax.

e) The tax rates shall be calculated to produce substantially the same revenues as required in the annual budget adopted as provided by the Bylaws. Following the hearing, the Board shall fix the rates of taxes and forward its certification of same to the City of St. Louis Assessor’s Office for entry in the tax book.

Section 12.2. Sales Tax. In the event the Board elects to pursue a sales tax to fund the Community Children’s Services Fund, and, in the event a sales tax may fund the Community Mental Health Fund, the Board shall take such actions as necessary to create and/or implement such sales tax(es).

ARTICLE XIII
MISSOURI DEPARTMENT OF MENTAL HEALTH REPORT

Section 13.1. Annual Report. The Board shall submit information as required by the Missouri Department of Mental Health (the “DMH”) on the disbursement of monies from the Community Mental Health Fund no later than January 1st of each year, or at such date as DMH may require.

ARTICLE XIV
MISCELLANEOUS

Section 14.1. Amendment. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted upon the vote of approval of two-thirds of the members of the Board; provided, however, that prior notice of such amendment and meeting has been given to all of the members of the Board, in writing, at least seven (7) days prior to the date of the meeting and amendment.

Section 14.2. Parliamentary Procedure. Roberts Rules of Order, the latest edition published and available to the general public shall govern the meetings of MHB in all cases where they are applicable and in which they do not conflict with these Bylaws.

Amended and restated Bylaws adopted and approved by the Board on:

Board Chair

Date