



# MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF PUBLIC WELFARE

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SUBJECT

Guidelines for State Center Boards of Trustees

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For a copy of the Guideline please contact the  
Bureau of State Operated Facilities at (717) 787-1848

## SCOPE

Regional Mental Retardation Commissioners  
Presidents - State Center Boards of Trustees  
Superintendents - State Centers  
DPW Headquarters Program and Administration Deputies

## PURPOSE

To transmit Guidelines for State Center Board of Trustees.

## BACKGROUND

Each State Center Board of Trustees must have a set of operational Bylaws. Until now, the content of these Bylaws has been entirely the responsibility of each local Board. The content of the Bylaws, such as the procedures used to fill vacancies, have not been addressed in a uniform fashion.

The Office of Mental Retardation has recognized the need to establish a set of guidelines with uniform requirements for each State Center Board of Trustees. These guidelines are attached.

## ADOPTION OF BYLAWS

Each State Center Board of Trustees will adopt Bylaws reflecting the uniform requirements of the attached guidelines which are based on the legal requirements of the Administrative Code, the Public Welfare Code, the Mental Health and Mental Retardation Act of 1966 and organizational structure of the Department.

The Boards may add such implementing details or additional requirements which do not conflict with the legal requirements of the attached guidelines.

Prior to final adoption, each set of Bylaws shall be transmitted through the Regional Mental Retardation Commissioners to the Deputy Secretary for Mental Retardation for attestation by the Secretary of Public Welfare.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:  
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