



MENTAL RETARDATION BULLETIN

COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF PUBLIC WELFARE

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SUBJECT

Guidelines for State Center
Board of Trustees - Revision

BY

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SCOPE

Regional MR Commissioners
Facility Directors - State Centers
Presidents - State Center Boards of Trustees
DPW Headquarters Program & Administration Deputies

PURPOSE

Revise the Guidelines for State Center Boards of Trustees issued by MR Bulletin 99-82-02, on February 17, 1982.

ACTION

1. First paragraph on Page 3 includes sentence that after elections are held, the names of officers must be submitted annually by August 1.
2. Number 4 on Page 3 has been added and states that a board member will serve on the Board until notified they have been replaced.

COMMENTS AND QUESTIONS REGARDING THIS BULLETIN SHOULD BE DIRECTED TO:

Ms. Carolyn E. Peters, MR Field Representative, Bureau of Program Management,
Office of Mental Retardation, Room 302 Health & Welfare Building, Harrisburg, PA
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Retardation. This information must be submitted no later than August 1st annually. The Office of Mental Retardation shall then forward the information to the Office of Federal and State Relations.

3. Upon election, an officer shall not be removed from office by the Board during the term of office except for just cause, as approved by the Governor's Office.
4. Members are to serve on the board until notified by the Office of Mental Retardation that they have been replaced.

D. Duties of the Officers of the Board:

1. It shall be the duty of the President to preside at all meetings of the Board and to be responsible for directing the business of the Board.
2. It shall be the duty of the Vice-President to perform the duties of the President in the absence or temporary inability of the President to serve. The Vice-President may be assigned additional responsibilities as the President deems necessary.
3. It shall be the duty of the Secretary to have a current record of the meetings of the Board and to be the custodian of all the records and papers of the Board with the exception of those that are specifically assigned to the custody of other members of the Board. Also, the minutes of the meeting will be distributed within three weeks after the meeting has taken place.

As directed by the Board, the Secretary shall prepare recommendations to the Superintendent, the appropriate Regional MR Commissioner, the Deputy Secretary for Mental Retardation, and the Secretary of Public Welfare.

Copies of the minutes of each meeting of the Board shall be sent to the appropriate Regional MR Commissioner for review and action, where necessary, the Secretary of the Department of Public Welfare.

4. No Officer of the Board will serve more than two consecutive terms.