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**Rules of**  
**Department of Conservation**  
**Division 10—Conservation Commission**  
**Chapter 1—Wildlife Code: Organization**

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### Title 3—DEPARTMENT OF CONSERVATION

#### Division 10—Conservation Commission Chapter 1—Wildlife Code: Organization

#### 3 CSR 10-1.010 Organization and Methods of Operation

*PURPOSE: State departments are required by sections 536.023(3) and 252.002, RSMo to provide descriptions of their organizations. This rule describes the internal organization of the Department of Conservation, the methods of operation of the Conservation Commission and procedures for receiving information and requests from the public.*

(1) The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

(2) The commission appoints a director who serves as the administrative officer of the Department of Conservation. The director appoints other employees. Three (3) assistant directors, general counsel and internal auditor, are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of administrative services, design and development, fisheries, forestry, human resources, outreach and education, private land services, protection, resource science and wildlife. Policy coordination unit serves the director, divisions and regions by assisting with environmental and regulatory issues.

(3) The department carries out its programs through the following major administrative units:

(A) Fisheries Division manages five (5) warmwater fish hatcheries (for rearing the fish needed to stock public waters, suitable private lakes, and waters used for special fishing events and aquatic resource education) and five (5) coldwater fish hatcheries (for rearing trout needed to stock public waters and trout parks); administers the Stream Team program; provides fisheries management of public impoundments, rivers, and streams; offers technical guidance in stream and lake management to private landowners and other public agencies; oversees the acquisition and development of public fishing and boat access areas; administers community, agency, and partnership agreements; participates in recovery plans of threatened or endangered aquatic species;

and educates and informs the public about aquatic resources through technical and popular written materials, electronic media, presentations to groups, workshops, interviews to journalists, and personal contacts;

(B) Wildlife Division assists with the administration of hunting seasons; acquires, develops, and manages public hunting and other conservation areas; assists private landowners with wildlife habitat efforts; cooperates with federal and state agencies and farm organizations in wildlife management; develops improved management methods and promotes preservation and enhancement of wildlife habitat; provides oversight in the agency for species of conservation concern; restores natural communities and recognizes the best examples through the Missouri Natural Areas Program; and provides international support for Missouri birds nesting in Canada and Central America;

(C) Forestry Division controls forest fires; manages many conservation areas; provides rural fire protection, training, and assistance; provides planning advice in urban and community forestry; provides forest products utilization and marketing advice; provides advice and technical assistance to private forestland owners; provides educational programs about forests and forest management; and provides low-cost tree planting stock to Missouri residents;

(D) Protection Division carries out the department's resource law enforcement program. Conservation agents perform a full range of conservation programs in their assigned districts and serve as the local representative for the department. The division also provides training in the safe and responsible use of firearms, investigates hunting-related firearms injuries, and coordinates the Operation Game Thief, Share the Harvest, and Interstate Wildlife Violator Compact programs;

(E) Outreach and Education Division administers the department's public information and education programs. Education programs include operating nature centers, visitor centers, and shooting ranges, developing interpretive exhibits, administering the hunter education program, teaching outdoor skills, and providing conservation education curricula, training, and materials to teachers and youth leaders. Outreach produces the department's magazine, books, and other publications; creates the Missouri Department of Conservation (MDC) website, digital media, audio, and video productions; issues news releases and coordinates with news media; and coordinates the Missouri Master Naturalist, Grow Native!, and No More Trash programs;

(F) Administrative Services Division administers the department's support services of information technology, financial, and business and support. Information technology provides direction and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio, and other telecommunications systems; and coordination of those systems with other state agencies. Financial services collects and processes funds received; processes accounts payable; and coordinates procurement. Business and support distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; provides repair and disposition of fleet, aircraft, marine, and other mechanical equipment; maintains a distribution center and warehouse for department publications; and operates off-set printing, mailing, and sign production services;

(G) Design and Development Division is responsible for providing engineering, architectural, surveying, and construction/maintenance services for the department. Services include design and construction of engineering and architectural projects as part of implementation of the construction development program of the department. Surveying services include engineering surveying for construction development projects and land surveying for property boundary delineation. Construction maintenance services include renovation and repair of department infrastructure and maintenance of department areas and facilities;

(H) Private Land Services Division provides technical assistance and resource training to private landowners; participates in media and other outreach efforts for resource management; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife, and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; and provides wildlife damage control assistance;

(I) Resource Science Division is the center of the department's resource inventory, monitoring, and research. The division helps department managers understand and conserve the biological diversity of Missouri's fish, forests, and wildlife. Other services of this division include: investigations of fish and wildlife impacted by pollution and contaminants; statewide information pertaining to fish, wildlife and plant populations; surveys of habitats and natural communities; recommendations for Wildlife Code regulations;



surveys of attitudes and satisfaction levels of constituents; surveys to determine hunter and angler harvests; monitoring of species of conservation concern; identification of plants, fish, and wildlife; development of management techniques for special natural communities and invasive species; and storage and development of geospatial databases of Missouri's natural resources;

(J) Human Resources Division provides a full range of services that help the department attract and retain a diversified, dynamic workforce. Services and programs include recruitment and selection, including Equal Employment Opportunity and Affirmative Action; compensation and classification administration; policy administration, including law and regulation compliance and employee relations; employee benefits administration, including administration of a comprehensive group life, medical, accidental death and dismemberment, and dependent life insurance program; maintain official employee documents and records; manages a safety program (including workers' compensation); and new employee orientation, as well as in-service training in human relations, personal communications, and supervisory skills;

(K) General Counsel provides legal advice to the commission and administrative staff and provides legal counsel in matters of litigation; aids in formulating policy; advises in the formulation of regulations; and performs review of legal documents, agreements, and memorandums of understanding. Deputy Counsel performs title and document review relating to the acquisition of real property; assists General Counsel as needed; and supervises the Realty Services and Grants and Donations staff; and

(L) Internal Auditor reviews operations and programs to assure that resources are used efficiently and provides the commission and administration with information useful in directing and controlling department operations. Internal Auditor also serves as the department's Custodian of Records. Assistant Internal Auditor assists the Internal Auditor in performing audit responsibilities and also serves as the department's hearing officer for privilege suspensions associated with wildlife code and various other violations.

(4) Conservation Commission meetings are open to the public. Some of the meetings are held in Jefferson City, with the remainder in various locations throughout the state, often at the invitation of interested local citizens. Any person may be scheduled on a meeting agenda to make a presentation to the commission by submitting a written request to the

director at least ten (10) working days prior to a meeting date. Comments or suggestions by letter are always welcomed. Information relating to conservation may be obtained by writing to the director or appropriate staff members, or by calling any conservation office.

(5) The performance of any duty or the exercise of any authority by the Conservation Commission shall be done in the following manner:

(A) Meetings. Regular meetings may be held at any time and place within the state as may be agreed to by a majority of commission members. Special meetings may be held by unanimous consent of all commissioners. All regular and special meetings will be held pursuant to the applicable laws of Missouri.

(B) Quorum. A majority of commissioners, three (3), shall constitute a quorum for the transaction of business. If a quorum is not present, the remaining members must adjourn the meeting to a later time. No business shall be transacted without a quorum.

(C) Voting. Any action shall be adopted if it receives a majority of votes cast with a quorum. Proxy voting will not be allowed. If any commissioner is present but does not vote, the abstention shall not be counted as a vote. Unless the vote is unanimous, the secretary shall indicate in the minutes how each commissioner voted.

(D) Officers. The commission shall elect at the meeting in July of each year the following officers: chairman, vice chairman, secretary. These officers will hold office until their successors are elected.

1. The chairman shall conduct the meetings and be the presiding officer of the commission. The chairman shall recognize the different members for the purpose of having the floor to speak, to state and put actions to vote and shall rule on all points of order. The chairman may not make a motion, but may second a motion put on the floor and may vote on any issue before the body.

2. In the absence of the chairman, the vice chairman shall assume the duties of the chairman.

3. The secretary shall sign all minutes of the commission as prepared by the secretary for the commission.

(E) Delegation. The director is authorized to act for the commission in emergency matters subject to ratification by the commission at the next regular meeting. The director is authorized to execute any conveyances, easements or other documents on behalf of the commission as it may direct.

(F) Miscellaneous. Any matters not covered by these rules, or court decisions and the

statutes of Missouri shall be governed by *Robert's Rules of Order*.

*AUTHORITY: sections 40 and 45 of Art. IV, Mo. Const. Original rule filed June 28, 1974, effective July 8, 1974. Amended: Filed Dec. 19, 1975, effective Dec. 31, 1975. Amended: Filed March 1, 1977, effective June 11, 1977. Amended: Filed Nov. 21, 1978, effective March 11, 1979. Amended: Filed Aug. 1, 1980, effective Nov. 14, 1980. Amended: Filed July 31, 1981, effective Nov. 13, 1981. Amended: Filed Sept. 27, 1982, effective Jan. 14, 1983. Amended: Filed Jan. 28, 1983, effective May 12, 1983. Amended: Filed Feb. 5, 1985, effective May 11, 1985. Amended: Filed June 25, 1986, effective Oct. 1, 1986. Amended: Filed Dec. 22, 1987, effective April 1, 1988. Amended: Filed Dec. 8, 1988, effective March 11, 1989. Emergency amendment filed May 24, 1990, effective June 4, 1990, expired Oct. 1, 1990. Amended: Filed May 31, 1990, effective Dec. 31, 1990. Amended: Filed Sept. 28, 1990, effective Feb. 14, 1991. Amended: Filed March 12, 1991, effective Aug. 30, 1991. Amended: Filed June 30, 1992, effective Feb. 26, 1993. Amended: Filed March 25, 1994, effective July 30, 1994. Amended: Filed July 6, 1994, effective Nov. 30, 1994. Amended: Filed July 13, 1995, effective Dec. 30, 1995. Amended: Filed March 26, 1996, effective Aug. 30, 1996. Amended: Filed Sept. 17, 1996, effective Feb. 28, 1997. Amended: Filed Jan. 24, 1997, effective July 30, 1997. Rescinded and readopted: Filed July 9, 1997, effective Dec. 30, 1997. Amended: Filed Feb. 8, 1999, effective July 30, 1999. Amended: Filed Oct. 25, 1999, effective March 30, 2000. Amended: Filed Jan. 18, 2000, effective June 30, 2000. Amended: Filed Aug. 3, 2001, effective Jan. 30, 2002. Amended: Filed Nov. 26, 2002, effective April 30, 2003. Amended: Filed July 23, 2003, effective Dec. 30, 2003. Amended: Filed July 7, 2005, effective Dec. 30, 2005. Amended: Filed June 14, 2006, effective Nov. 30, 2006. Amended: Filed April 30, 2008, effective Sept. 30, 2008.*