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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. Deputy directors, general counsel, assistants to the director, chief budget officer, and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by the divisions of Business, Engagement, and Resource Management.

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

(A) Business includes the following branches: Conservation Business Services, Human Resources, Information Technology, and Infrastructure Management. These branches are responsible for management of the department's financial, human, fleet, equipment, and information technology resources, including administering human resource activities intended to attract and retain a diversified, dynamic workforce; providing direction and management of the department's information technology assets, including computer hardware and software systems, telephone, other telecommunication systems, and coordination of those systems with other state agencies; providing engineering, architectural, surveying, and construction/maintenance services and infrastructure asset tracking and planning; collecting and processing all revenues received; processing accounts payable; coordinating procurement;

and administering all recreational and commercial licenses offered by the department;

(B) Engagement includes the following branches: Communications, Relevancy, Education, Governmental Affairs, and Policy. These branches are responsible for the department's public information efforts, education programs and facilities, interagency coordination, volunteer programs, and publications. These efforts include offering education programs; operating nature centers, visitor centers, and shooting ranges; developing interpretive exhibits; administering the hunter education program; teaching outdoor skills; providing conservation education curricula, training, and materials to teachers; producing the department's magazines, books, and other publications; creating and maintaining the Missouri Department of Conservation website, digital media, audio, and video productions; issuing news releases and coordinating with news media; providing strategic guidance on citizen engagement; developing volunteer and partnership programs; assisting with environmental and regulatory issues; and providing interagency coordination with various federal, state, and non-governmental interest groups; and

(C) Resource Management includes the following branches: Statewide Resource Management, Regional Resource Management, Community and Private Land Conservation, Science, and Protection. These branches are responsible for resource management, restoration, and protection, as well as research, in order to conserve Missouri's fish, forest, and wildlife resources. These efforts include guiding strategic planning of conservation priorities; maintaining conservation areas for public use; developing and implementing a Comprehensive Conservation Strategy; implementing statewide and regional programs and services; guiding strategic budget development related to resource management; leading development of regulations, policies, and procedures to effectively manage Missouri's fish, forest, and wildlife resources; directing activities to further public recreation, appreciation, and use of fish, forest, and wildlife resources; and encouraging compliance with the *Wildlife Code of Missouri* through enforcement and education.

(4) The method by which the public may obtain information or make submissions or requests to the department are by letter, telephone call, email, or personal visit. The address, phone number, and email are: PO Box 180, Jefferson City, MO 65102-0180 or 2901 W. Truman Boulevard, Jefferson City, MO 65109, 573-751-4115, or askmdc@mdc.mo.gov.

(5) 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.

(6) 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; and

(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. Amended: Filed Aug. 28, 2015, effective March 1, 2016. Amended: Filed March 14, 2016, effective Sept. 30, 2016. Amended: Filed Aug. 28, 2018, effective March 1, 2019. Amended: Filed Sept. 4, 2020, effective Feb. 28, 2021.*