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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 and is assisted by a deputy director with programs and activities carried out by the divisions of fisheries, wildlife, forestry, protection, design and development, outreach and education, administrative services, private land services, natural history and human resources. An assistant director provides leadership for special projects and initiatives as assigned by the director; notably legislative liaison, partnerships with other entities, etc.

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

(A) Fisheries manages lakes, reservoirs and streams for public fishing; acquires stream access sites and lakes and operates hatcheries; conducts an intensive trout management program; provides fishery management advice; conducts water pollution impact investigations and an ongoing research program to measure fish populations and trends, determine limiting factors and develop better management techniques.

(B) Wildlife administers 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; and conducts research to provide current information on the status of wildlife populations, develop improved management

methods and promote preservation and enhancement of wildlife habitat.

(C) Forestry controls forest fires; manages many conservation areas; provides rural fire protection training and assistance; planning advice in urban and community forestry, forest products utilization and marketing service, forest insect and disease surveys; provides advice and assistance to private timber landowners; conducts research on forest management topics; and provides low cost tree planting stock to Missouri residents.

(D) Protection carries out the department's wildlife law enforcement program. Conservation agents serve as the primary law enforcement arm of the department and assist in the full range of conservation programs in their assigned districts. The division also provides training in the safe and responsible use of firearms, with emphasis on ethics and property rights of others, and develops and operates recreational shooting ranges.

(E) Design and Development administers the department's construction/development program and is responsible for development of areas owned and/or leased by the department. The staff consists of professional engineering, architecture, land surveying and support staff in the areas of drafting, computer applications, clerical and an in-house construction work force. All work is highly specialized in direct relation to the department's resource programs; typically, development of wetlands, reservoirs, hatcheries, buildings, nature centers, river and lake public use access areas, stream corridor improvements and hunter safety training facilities, including shooting ranges. Related services include property surveys of all department lands by registered surveyors, feasibility studies and provision of data for environmental assessments. The cartography unit archives all department lands and produces department maps.

(F) Outreach and Education administers the department's public information and education programs. Education services and programs include operating nature and visitor centers, developing interpretive exhibits, administering urban fishing programs, teaching outdoor skills, acting as a clearinghouse for conservation education projects, and providing conservation curricula, training and materials to teachers and youth leaders. Outreach produces the department's monthly magazine, popular and technical publications, radio and television programs and video productions; issues news releases and coordinates with news media. Metropolitan services in St. Louis, Kansas City and Springfield include coordinators and media information specialists who provide informa-

tion to the public, work with urban personnel from other divisions to deliver services to the public, and assess public opinion on conservation issues and public demand for conservation programs.

(G) Administrative Services administers the department's support services of information technology, policy coordination, fiscal services and general services. Information technology provides direction and management of the department's information technology assets; defines technology solutions to meet business needs; supports employees' use of those 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. Policy coordination provides liaison with federal, state and private concerns on activities involving fish, wildlife and forestry resources; facilitates and coordinates department strategic and other long-range planning; conducts constituency surveys; coordinates geographical information system functions; negotiates for purchase of real property; and manages in-lieu-of tax payments. Fiscal services collects and processes funds received; processes accounts payable; distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; and coordinates federal aid programs and funds. General services is responsible for procurement, repair and disposition of fleet, marine and other mechanical equipment; management of the aircraft fleet; maintenance of a distribution center and warehouse for department publications, products and media loan service; operation of offset printing, mailing and sign production services; and provides building and grounds maintenance.

(H) Private Land Services 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) Natural History administers the department's natural areas program; coordinates endangered species activities; and provides specialized service in natural history interpretation and coordination of management for nonconsumptive uses of wildlife resources and lands.



(J) Human Resources recruits employees; maintains personnel records, benefits and compensation; administers the group insurance program, workers' compensation and safety programs; conducts the affirmative action program 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; aids in formulating policy; advises in the formulation of regulations; and performs title search related to the acquisition of real property.

(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.

(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.*

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