



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

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Title 3—DEPARTMENT OF CONSERVATION

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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, and internal auditor are responsible to the director and facilitate administration of the department. Programs and activities are carried out by administrative services, design and development, fisheries, forestry, human resources, outreach and education, private land services, protection, resource science, wildlife divisions, policy coordination, and information technology units.

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

(A) Fisheries Division manages four (4) warmwater fish hatcheries (for rearing the fish needed to stock public waters 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 on conservation areas; acquires, develops, and manages wildlife habitat, hunting, and other public use on conservation areas; assists private landowners with wildlife population and habitat management efforts; cooperates with federal and state agencies and farm organizations in wildlife management; develops improved management methods and promotes enhancement of wildlife habitat; provides coordination in the agency for management of species of conservation concern; restores natural communities and recognizes the best examples through the Missouri Natural Areas Program; provides international support for Missouri birds nesting in Canada and overwintering in Central America; and provides wildlife damage control assistance;

(C) Forestry Division controls wildland fires; manages forest and woodland habitat, restores natural communities, and facilitates public use on 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; provides diagnosis and management of forest pest outbreaks; 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. The division produces the department's magazine, books, and other publications; creates the Missouri Department of Conservation website, digital media, audio,

and video productions; issues news releases and coordinates with news media; and coordinates the Missouri Master Naturalist and No More Trash programs;

(F) Administrative Services Division administers the department's financial and business support services. Financial services collect and process funds received; process accounts payable; and coordinate 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 offset 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; and provides cost-share to assist landowners with priority resource needs;

(I) Resource Science Division is the center of the department's resource inventory, monitoring, and research. The division helps department managers, administrators, and commissioners understand and conserve the biological diversity of Missouri's fish, forests, and wildlife. Other services of this division include: administration of hunting seasons; investigations of fish and wildlife impacted by pollution and contaminants; statewide information pertaining to fish, wildlife, and plant populations; diagnostics and monitoring of disease outbreaks in wildlife 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 and research 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; and conducts environmental reviews of proposed development. The State Wildlife Veterinarian plans, directs, coordinates, and implements statewide programs for prevention, detection, control, and management of emerging and known diseases occurring in wildlife populations;

(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 Workforce Diversity; 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; maintaining official employee documents and records; managing 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) Policy Coordination Unit serves the director, divisions, and regions by assisting with environmental and regulatory issues; and

(L) Information Technology Unit provides direction and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunication systems, and coordination of those systems with other state agencies.

(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; 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*.

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