

**TITLE 800. DEPARTMENT OF WILDLIFE CONSERVATION
CHAPTER 1. OPERATIONS AND PROCEDURES**

SUBCHAPTER 5. GENERAL COURSE AND METHOD OF OPERATION

800:1-5-2. General course and method operation

The following is the general course and method of operation for the Oklahoma Department of Wildlife Conservation and the Oklahoma Wildlife Conservation Commission.

(1) **Office(s).** The principal Administrative Office of the Oklahoma Department of Wildlife Conservation shall be located at 1801 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105. The Commission has no office separate from the Department.

(2) **Transaction of business.** Members of the public and others desiring to contact or make inquiries and submissions to the Department or the Commission may do so in person at the principal Administrative Office of the Department, during normal and usual business hours for State of Oklahoma agencies, or by mail addressed to: Oklahoma Department of Wildlife Conservation, Post Office Box 53465, Oklahoma City, Oklahoma 73152.

(3) **Access to records.**

(A) Copies of all rules adopted by the Commission, other written statements of policy or interpretations of general applicability, declaratory rulings, orders or other documents as may be required by law, may be inspected, unless otherwise provided for by law, for proper purposes and in a proper manner, at the principal Administrative Office of the Department during its normal business hours. Such records shall not be removed from the Department's office or the Department's custody and control for the purpose of inspection.

(B) Copies of rules adopted by the Commission are also on file and available for public inspection in the Oklahoma State Library, State Capitol Branch, 109 State Capitol Building, Oklahoma City, Oklahoma 73105. Commission rules are available to the public from the Office of the Secretary of State, .

(C) Copies of records of the Department and Commission will generally be made available as required by the Oklahoma Open Records Act. The Department and Commission may require persons making requests to submit such request in writing and describe the records with reasonable specificity. Fees and charges may be collected for copies, certification, searches and other activities relating to records as allowed by law and in accordance with Commission rules establishing such fees and charges.

(4) **Meetings.** Meetings of the Commission are conducted in compliance with the Oklahoma Administrative Procedures Act, the Oklahoma Open Meeting Act and other applicable statutes, as follows:

(A) The Oklahoma Wildlife Conservation Commission shall meet ~~on the first legal Monday in each month~~ in regular session at least nine times per year not to exceed one meeting per month with not more than two consecutive calendar months between meetings and in such special sessions as may be called by the Chairman of the Commission or a majority of the Commission.

(B) Regular sessions will be held at the Commission headquarters at 1801 North Lincoln Boulevard, Oklahoma City, Oklahoma or at any other convenient location which is accessible to the public.

(C) All meetings of the Commission shall be open to the public and other properly interested parties, except as otherwise provided for by law.

(D) Meetings of the Commission shall be presided over by the Chairman of the Commission. In the event that the Chairman is not present at a meeting, the Vice-Chairman shall preside at the meeting. All meetings of the Commission shall be governed by applicable Oklahoma statutes and Robert's Rules of Order, latest available edition, shall serve as the parliamentary authority for meetings of the Commission unless otherwise required by law or otherwise voted. An affirmative vote by a simple majority of the members present at a meeting, at which a quorum exists, shall be necessary to adopt any motion presented before the meeting.

(E) The agenda for regular meetings shall be prepared by the Director with the advice of Commission members and must be approved by the Chair. The proposed agenda will normally be mailed to the Commission members ten days in advance of the ~~first Monday of each month~~ regularly scheduled meeting. The final agenda will be prepared and posted in accordance with the Open Meetings Act. Members of the public who desire to receive a copy of any proposed agenda at the time of its mailing to Commission members ~~each month~~ must file a written request and pay any fees specified in Commission rules. Copies of any revised agenda prepared less than five days prior to the scheduled meeting will usually not be mailed out to persons on the mailing list.

(F) Members of the public may request that a matter be placed on the agenda, but the final determination as to matters placed on the agenda shall be made by the Director and Chair. Individuals desiring to appear before and be heard by the Oklahoma Wildlife Conservation Commission on agenda items must make written requests for same.

Such request must be in the office of the Director at least three working days prior to the date of the Commission meeting at which they desire to be heard. Request to appear and be heard shall be made in writing to the Director, Oklahoma Department of Wildlife Conservation, 1801 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105, and the request must contain adequate information as to content that an agenda item may be properly described.

(G) Individuals who have not made written request in accordance with the above provisions shall not be heard at the meeting except with the approval of a majority of Commission members present at the meeting, nor shall any items be considered that are not on the agenda except as may be allowed for new business under the Open Meetings Act. The Department shall provide sign-in sheets at each meeting for persons who wish to present written or oral comment on an agenda action item.

(H) Minutes or proceedings of all meetings of the Commission shall be timely prepared and kept by the Director of the Department, under the direction of the Chairman of the Commission.

(I) The regular monthly meeting ~~on the first Monday of each month of the Commission~~ may be rescheduled or canceled if it appears that a quorum will not be present, in accordance with the Open Meeting Act. The Commission may hold such other meetings as it deems necessary. The Chair or five members of the Commission may call a special meeting by delivering a written notice to each Commission member. The Commission may hold special meetings at any location convenient and open to the public in Oklahoma.

(J) The Chair reserves the right to rearrange the agenda items during any open meeting, may set reasonable time limits on oral comment and may accept written submittals on behalf of the Commission. The Commission may, by majority vote during a meeting, continue an agenda item to, or specify a new agenda item for, another meeting.

(5) **Administration.** The general conduct and administration of the affairs and functions of the Commission between meetings thereof, shall be vested in the Director of the Oklahoma Department of Wildlife Conservation. The Director shall have authority to handle all matters as authorized by law or rules and policies adopted by the Commission or as otherwise delegated or directed by the Commission. The Commission receives administrative assistance from the Department and depends on the Department to maintain records and compliance with the Open Meeting Act [25:301], the Open Records Act [51:24A.1] and the Administrative Procedures Act [75:250]. Communications to the Commission may be made through the Director.

SUBCHAPTER 11. PUBLICATIONS

800:1-11-1. Charges for workshops, publications and other material

(a) The following charges, ~~with appropriate postage fees where applicable,~~ will be assessed for the following workshops, publications and other materials:

~~(1) Basic charges for Information and Education Division publications are as follows:~~

~~(A) Oklahoma Furbearers: \$2.00~~

~~(B) Managing Ponds Fisheries in Oklahoma: \$5.00~~

~~(1) (C) Oklahoma Wildlife Management Areas Atlas: 25.00 and includes one year subscription to Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(D) Cy Curtis Awards book: \$25.00 and includes one year subscription to Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(2) Basic charges for Administration Division materials are as follows:~~

~~(A) Oklahoma Waterfowl Prints: \$129.00~~

~~(3) Basic charges for Wildlife Diversity publications, workshops and materials are as follows:~~

~~(A) Attracting Birds: \$2.00 License Hard Card: \$5.00~~

~~(4) (B) Guide to Reptiles and Amphibians of Oklahoma: \$25.00 and includes one year subscription to Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(5) (C) Bird Identification Guide: \$25.00 and includes one year subscription to Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(6) (D) Wildlife Posters: \$10.00~~

~~(E) Bat House Builder's Handbook: \$12.00~~

~~(7) (F) Bat Viewing Workshops: \$20.00~~

~~(G) Landscaping for Wildlife: A Guide to the Southern Great Plains: \$30.00 includes wildscape certification and includes one year subscription to Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(H) Oklahoma ConserVacation Outings: \$300/person~~

~~(I) Pocket Guide to Prairie Birds: \$2.00~~

~~(J) Butterflies of Kansas, Oklahoma and North Texas: \$25.00 and includes one year subscription to~~

~~Outdoor Oklahoma magazine. If purchaser is already a subscriber, they can transfer subscription.~~

~~(4) Basic Charges for Education workshops and materials are as follows:~~

~~(8) (A) — Hunter education certification replacement cards: \$5.00~~

~~(5) Basic charges for miscellaneous publications and materials are as follows:~~

~~(9) (A) — Habitat Donor Patch, Cap or T-shirt Habitat Donor Vinyl Decal or Cap: \$20.00~~

~~(10) (B) — Outdoor Oklahoma Cap: \$20.00~~

~~(11) (C) — Outdoor Oklahoma Magazine~~

~~(i)(A) Single issue copies: \$3.00~~

~~(ii)(B) One year subscription: \$10.00~~

~~(iii)(C) Two year subscription: \$18.00~~

~~(iv)(D) Three year subscription: \$25.00~~

~~(D) — Waterfowl Identification in the Central Flyway: \$2.00~~

(b) These fees do not reflect postal or handling charges.

(c) Publications and materials not listed in (a) of this Section shall be cost plus handling until a fee is established. Fees may be waived for education and promotion purposes.