

MISSISSIPPI ADVISORY COMMISSION ON MARINE RESOURCES
MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

Title 22: Marine Resources

Part 22: General Administrative Rules of the Mississippi Advisory Commission on Marine Resources

RULE 1.1 The Commission

- A. The Mississippi Advisory Commission on Marine Resources (MACMR) consists of five (5) members appointed by the Governor with the advice and consent of the Senate. Members are appointed from the three (3) coastal counties and serve four (4) year terms.
- B. The Commission is vested with full power to advise the Executive Director of the Department of Marine Resources regarding marine resources within the jurisdiction of the department.

Source: MISS. CODE ANN. §49-15-301

RULE 1.2 Meetings

- A. The Commission renders advice to the department through the holding of public meetings on the third (3rd) Tuesday of each month at 9:00 a.m. in the Bolton Building, 1141 Bayview Avenue, Biloxi, Mississippi.
- B. The Commission may vote to conduct its monthly meetings at a different time and location which will be made known to the public.
- C. Extraordinary and special meetings may be called and conducted in accordance with the Mississippi Open Meetings Act. The meetings will be guided by and in general conformity with Roberts Rules of Order. However, failure to strictly comply with parliamentary procedure shall not be cause for reversal of any Commission action. Only Commission members may raise a point of order and must do so contemporaneously with the objectionable action.
- D. Meetings may consist of an educational session for the Commission to receive information and reports which require no Commission action.
- E. Minutes are not required to be kept for an educational session other than a listing of the presenters and topics covered during the educational session.
- F. The Commission may enter into executive session for the transaction of public business as permitted in Miss. Code Ann. §25-41-7.

- G. Official minutes of the regular monthly meetings will be transcribed, certified, and preserved as a public record. Final actions recommended to and approved by the Executive Director during an Executive Session shall be read into the record upon return to the regular meeting. Minutes from each proceeding meeting shall be approved by the Commission and final actions taken by the Executive Director based upon the Commission's recommendation shall become part of the official record to be maintained by the Department.
- H. A chairman and vice-chairman will be elected by the Commission members each year in July.
- I. All members of the Commission are strongly encouraged to attend all regular and special meetings of the Commission. Any member who does not attend three (3) consecutive regularly scheduled meetings may be subject to removal by a majority vote of the Commission members.
- J. A simple majority of the Commission constitutes a quorum and an act of the majority will constitute Commission action.
- K. An agenda will govern the conduct of business of each Commission meeting. The Executive Director is responsible for establishing the agenda and distributing it along with copies of documents that will be considered to each member not later than seven (7) days prior to each regularly scheduled meeting.

Source: MISS. CODE ANN. §25-41-1 through §25-41-17

RULE 1.3 Equipment and Administrative Support

- A. The Executive Director may assign, in his discretion, inventory items to members of the Commission. The members are responsible for the safe keeping, care and accountability of inventory items assigned to them.
- B. The Department provides administrative and clerical support to the Commission as is needed.

Source: MISS. CODE ANN. §49-15-301

RULE 1.4 Public Record

Any documents or materials presented to the Commission by the Department or by any person, firm or corporation in support of or in opposition to any matter presented to the Commission which requires their recommendation for approval by vote shall be part of the official record of the Commission. The Executive Director is responsible for maintaining the documents or materials as attachments to the approved minutes.

Source: MISS. CODE ANN. §25-61-1 et seq.

RULE 1.5 Conduct of Persons Attending Meetings

Commission meetings will be conducted in an orderly and courteous manner. The Department may make and enforce reasonable rules and regulations for the conduct of people attending its meetings.

Source: MISS. CODE ANN. §49-15-301

RULE 1.6 Access to the Commission

- A. To request that a matter be placed on the agenda, a written request must be submitted to the Executive Director at least ten (10) days in advance of the Commission meeting. The number of individuals that may present and the time of each presentation may be limited.
- B. To address the Commission during a regularly scheduled meeting, individuals must complete a Public Comments Sign-In sheet provided by the Department prior to the commencement of the scheduled meeting. For comments related to an agenda item, they will be called upon during the discussion of that item. For comments not related to an agenda item, they will be called upon during the Public Comments segment of the meeting. Each individual will have three (3) minutes to make their comments unless otherwise advised by the Chairman. An individual may waive his election to make comments but may not allot their unused time to another individual. The Chairman may make any additional decisions, orders and/or rulings regarding appropriate procedure which in his judgment are necessary for the orderly, fair, and efficient conduct of the meeting.
- C. To contact the Commission in writing, address correspondence to the Commission in care of the Executive Director of the Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530.

Source: MISS. CODE ANN. §49-15-301

RULE 1.7 Regulations

- A. The Department will seek the Commission's recommendations concerning the enactment of rules and regulations at the regularly scheduled meetings.
- B. The PROPOSED Notice of Intent must be reduced to writing and submitted to the Commission in advance of the meeting so that the Commission may fully evaluate the proposed action. However, if a majority of the members present find that there is compelling need to proceed immediately, the foregoing requirements may be waived.
- C. Any proposed Notice of Intent approved by the Director, upon the Commission's recommendation, shall be processed in accordance with the Administrative Procedures Act.

D. Any comments received during the required notice period will be presented to the Commission along with any recommended changes to the proposed regulation.

E. The Commission will then vote on whether to recommend to the Executive Director to adopt the regulation with or without changes.

MISS. CODE ANN. §49-15-304; §25-43-1.101 et seq.