



North Dakota Real Estate Commission Special Meeting Minutes -- FINAL
8:30 a.m., Thursday, September 17, 2025
1120 College Dr Ste 204, Bismarck, ND

www.realestatend.org

Present at this virtual-only meeting: Sandra Meyer, chair; Steven Bitz, vice chair; members: Steven Link, Tate Cymbaluk, Scott Breidenbach; staff: Jeanne Prom, executive director; Cieana Schneider, licensing specialist; David Phillips, legal counsel. Members of the public also present.

1. Call to order, roll call and determination of quorum. Chair Ms. Sandra Meyer called the meeting to order at 8:30 a.m. Ms. Jeanne Prom, executive director, called the roll, with a quorum of all members present.
2. Review of proposed administrative rules changes. Ms. Prom and Mr. David Phillips explained an approximate rules promulgation timeline into 2026, and possible changes to administrative rules in North Dakota Administrative Code Chapter 70. The Commission discussed the draft changes, heard informally from members of the public present at the meeting, but took no formal action.

The Commission discussed that this review will continue at its next meeting, where the Commission may decide which draft changes will proceed through formal public and government review. Some additional steps in the rules promulgation process include mandatory public notice, public hearing, public comment period, comment review by the Commission, review by the Office of Attorney General, and final approval by the legislative Administrative Rules Committee. The rules promulgation process will continue into 2026.

Adjourn. As this was a special meeting, the Commission did not discuss other business. Chair Meyer adjourned the meeting at 9:02 a.m.