

Meeting Agenda
SOUTH DAKOTA ABSTRACTERS' BOARD OF EXAMINERS

Missouri River Plaza
Sharpe Conference Room
123 W. Missouri Ave.
Pierre, SD

October 5, 2026 – 2:00 p.m. CDT

Persons wishing to join the meeting remotely may do so via [Microsoft Teams](#) or by calling +1 605.679.7263, ID: 101148566#

- A. Call to Order
- B. Roll Call/Introductions
- C. Approval of the agenda
- D. Public Comment
- E. Approval of the Minutes
 - a. June 11, 2026
 - b. July 31, 2026
- F. FY Financial Update
- G. Plant Exams Update
- H. Annual Review of Open Meeting Laws (SDCL 1-25-13)- Rosenberg
- I. Single Sign On – Individual Update Biennial Renewal Discussion
- J. Land Title Guide Update & Proposal
- K. Schedule Next Meeting(s)
- L. Executive Session-Pursuant to SDCL 1-25-2 and 1-27-1.9
 - a. Complaints/Investigations
- M. Vote on Complaints/Investigations-if necessary
- N. Other Business
- O. Adjourn

Meeting Minutes
SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS
Thursday, June 11, 2026, 4:30 p.m. MDT

DoubleTree by Hilton Rapid City Downtown Convention Center- Montana Room
505 N. 5th Street, Rapid City, SD

President Roe called the meeting to order at 4:31 p.m. MDT

Members Present: Dan Roe, Greg Wick, Victoria Wilds, Michael Larson.

Members Absent: Terra Larson

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary; Andrea Rosenburg, Legal Counsel- Department of Labor and Regulation.

Wick, Roe, M. Larson, and Wilds were in attendance. A quorum was present.

Approval of the Agenda: M. Larson made a motion to approve the agenda as presented. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

Public Comment: There was no public comment provided.

Approval of the Minutes from February 4, 2026: Wick made a motion to approve the minutes from February 4, 2026. M. Larson seconded the motion. **MOTION PASSED** by unanimous voice vote.

FY Financial Update: Tellinghuisen Geddes reported fiscal year-to-date figures as of April 30, 2026: revenue of \$47,768.04 expenditures of \$51,280.62 and cash on hand of \$377,341.45.

Plant Exams Update: It was reported there were two plant exams conducted since the last meeting. One in Jerauld County and one in Lincoln County. Both plants passed and have become licensed.

Election of Officers: M. Larson made a motion to keep the current slate of officers with Roe as President and Wick as Secretary/Treasurer. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

Database Update: Tellinghuisen Geddes advised the board is being required to utilize Single Sign On when accessing the database or public facing forms. Licensees will be required to set up their account with SSO upon logging into the system and be routed through SSO in the future. The Board office is finalizing the details with Albertson Consulting.

Land Title Guide Update & Quote: There are no updates at this time. The subject will be discussed at a future meeting.

Schedule Next Meeting: The next meeting is scheduled for Monday, October 5, 2026, in Pierre. Testing will start at 8:30 a.m. CDT the business meeting will start at 2:00 p.m. CDT. The board office will work on scheduling a meeting and testing room with DLR.

Executive Session: The board did not have a need to enter Executive Session.

Complaints/Investigations: Tellinghuisen Geddes reported one pending complaint.

Other Business: None.

M. Larson made a motion to adjourn at 4:46 p.m. MDT. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,



Brooke Tellinghuisen Geddes
Executive Secretary
Abstracters Board of Examiners

Meeting Minutes
SOUTH DAKOTA ABSTRACTERS BOARD OF EXAMINERS
Friday, July 31, 2026, 10:00 a.m. MDT

Microsoft Teams

President Roe called the meeting to order at 10:00 a.m. MDT

Members Present: Dan Roe, Greg Wick, Victoria Wilds, Terra Larson.

Members Absent: Michael Larson

Others Present: Brooke Tellinghuisen Geddes, Executive Secretary; Andrea Rosenburg, Legal Counsel- Department of Labor and Regulation.

Wick, Roe, T. Larson, and Wilds were in attendance. A quorum was present.

Approval of the Agenda: T. Larson made a motion to approve the agenda as presented. Wick seconded the motion. **MOTION PASSED** by unanimous voice vote.

Public Comment: There was no public comment provided.

Temporary Certificate to Engage in Business- Buffalo County: The Board reviewed a request from David Larson, Certified Abstracter with Buffalo County Title & Abstract LLC, for a temporary certificate to conduct business in Buffalo County pursuant to SDCL 36-13-22. As required for the temporary certificate, Mr. Larson furnished a sufficient bond. The Board had no questions regarding the request.

Executive Session: The board did not have a need to enter Executive Session.

Vote on Temporary Certificate to Engage in Business- Buffalo County: T. Larson made a motion to issue a temporary certificate to Buffalo County Title & Abstract LLC, for one year, with up to three one-year extensions at the discretion of the Board President. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

Other Business: None.

Wick made a motion to adjourn at 10:07 a.m. MDT. Wilds seconded the motion. **MOTION PASSED** by unanimous voice vote.

Respectfully submitted,



Brooke Tellinghuisen Geddes
Executive Secretary
Abstracters Board of Examiners

STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
1038000698	6503	4293920	NEW LICENSE FEES	.00	1,750.00	
1038000698	6503	4293921	REEXAMINATION FEES	.00	550.00	
1038000698	6503	4293922	EXAMINATION FEES	1,000.00	4,050.00	
1038000698	6503	4293923	RENEWAL FEES	4,550.00	43,890.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		5,550.00	50,240.00	*
ACCT:	42	LICENSES, PERMITS & FEES		5,550.00	50,240.00	**
1038000698	6503	4539001	OTHER CHARGES	538.40	1,760.06	
ACCT:	4539	OTHER CHARGES (STATE INTRA-GOVERNMENT)		538.40	1,760.06	*
1038000698	6503	4596001	EDUCATIONAL MATERIAL-NHA	100.00	1,400.00	
ACCT:	4596			100.00	1,400.00	*
ACCT:	45	CHARGES FOR SALES & SERVICES		638.40	3,160.06	**
1038000698	6503	4920045	NONOPERATING REVENUES	.00	15,591.38	
ACCT:	4920	NONOPERATING REVENUE		.00	15,591.38	*
ACCT:	49	OTHER REVENUE		.00	15,591.38	**
CNTR:	1038000698			6,188.40	68,991.44	***
COMP:	6503			6,188.40	68,991.44	****
B UNIT:	1038			6,188.40	68,991.44	*****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 06/30/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO
CENTER-5 10380 ABSTRACTERS BOARD OF EXAMINERS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
1038000698	6503	51010100	F-T EMP SAL & WAGES	.00	3,177.17	
1038000698	6503	51010300	BOARD & COMM MBRS FEES	166.00	3,984.00	
ACCT: 5101		EMPLOYEE SALARIES		166.00	7,161.17	*
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	13.77	552.10	
1038000698	6503	51020200	RETIREMENT-ER SHARE	.00	190.63	
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	.00	451.71	
1038000698	6503	51020800	WORKER'S COMPENSATION	.00	4.94	
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.00	1.46	
ACCT: 5102		EMPLOYEE BENEFITS		13.77	1,200.84	*
ACCT: 51		PERSONAL SERVICES		179.77	8,362.01	**
1038000698	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	1,201.20	3,622.60	
1038000698	6503	52031000	LODGING/IN-STATE	351.50	1,067.12	
1038000698	6503	52031400	TAXABLE MEALS/IN-STATE	14.00	56.00	
1038000698	6503	52031500	NON-TAXABLE MEALS/IN-ST	188.00	582.00	
ACCT: 5203		TRAVEL		1,754.70	5,327.72	*
1038000698	6503	52040500	COMPUTER CONSULTANT	475.00	3,407.50	
1038000698	6503	52040900	MANAGEMENT CONSULTANT	331.53	35,642.24	
1038000698	6503	52042000	CENTRAL SERVICES	.00	2,665.72	
1038000698	6503	52045900	INS PREMIUMS & SURETY BDS	.00	953.25	
ACCT: 5204		CONTRACTUAL SERVICES		806.53	42,668.71	*
1038000698	6503	52053500	POSTAGE	.00	1,113.43	
ACCT: 5205		SUPPLIES & MATERIALS		.00	1,113.43	*
1038000698	6503	5228000	OPER TRANS OUT -NON BUDGT	11.62	383.82	
ACCT: 5228		NONOP EXP/NONBGTD OP TR		11.62	383.82	*
ACCT: 52		OPERATING EXPENSES		2,572.85	49,493.68	**
COMP: 6503		PROFESSIONAL & LICENSING BOARDS		2,752.62	57,855.69	***
CENTER: 1038000698				2,752.62	57,855.69	****
B UNIT: 1038				2,752.62	57,855.69	*****

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STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 06/30/2026

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AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	391,989.78	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			391,989.78	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			391,989.78	DR **	
BUDGET UNIT TOTAL 1038			391,989.78	DR ***	

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STATE OF SOUTH DAKOTA
REVENUE SUMMARY BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2026

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AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
1038000698	6503	4293923	RENEWAL FEES	.00	1,750.00	
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	.00	1,750.00	*
ACCT:	42		LICENSES, PERMITS & FEES	.00	1,750.00	**
1038000698	6503	4920045	NONOPERATING REVENUES	15,495.22	15,495.22	
ACCT:	4920		NONOPERATING REVENUE	15,495.22	15,495.22	*
ACCT:	49		OTHER REVENUE	15,495.22	15,495.22	**
CNTR:	1038000698			15,495.22	17,245.22	***
COMP:	6503			15,495.22	17,245.22	****
B UNIT:	1038			15,495.22	17,245.22	*****

STATE OF SOUTH DAKOTA
MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
FOR PERIOD ENDING: 08/31/2026

AGENCY 10 LABOR & REGULATION
BUDGET UNIT 1038 ABSTRACTERS BD OF EXAMINERS - INFO
CENTER-5 10380 ABSTRACTERS BOARD OF EXAMINERS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO 6503						
COMPANY NAME PROFESSIONAL & LICENSING BOARDS						
1038000698	6503	51010100	F-T EMP SAL & WAGES	23.73	693.02	
1038000698	6503	51010300	BOARD & COMM MBRS FEES	.00	1,328.00	
ACCT: 5101 EMPLOYEE SALARIES						
1038000698	6503	51020100	OASI-EMPLOYER'S SHARE	23.73	2,021.02	*
1038000698	6503	51020200	RETIREMENT-ER SHARE	1.77	153.47	
1038000698	6503	51020600	HEALTH/LIFE INS.-ER SHARE	1.42	41.56	
1038000698	6503	51020800	WORKER'S COMPENSATION	2.90	84.66	
1038000698	6503	51020900	UNEMPLOYMENT COMPENSATION	.02	.66	
				.01	.31	
ACCT: 5102 EMPLOYEE BENEFITS						
ACCT: 51			PERSONAL SERVICES	6.12	280.66	*
				29.85	2,301.68	**
1038000698	6503	52031000	LODGING/IN-STATE	.00	324.00	
ACCT: 5203 TRAVEL						
1038000698	6503	52040500	COMPUTER CONSULTANT	.00	324.00	*
1038000698	6503	52040900	MANAGEMENT CONSULTANT	200.00	400.00	
1038000698	6503	52042000	CENTRAL SERVICES	8,141.27	8,661.40	
1038000698	6503	52045100	RENTS-OTHER	142.64	839.90	
				.00	250.00	
ACCT: 5204 CONTRACTUAL SERVICES						
1038000698	6503	5228000	OPER TRANS OUT -NON BUDGT	8,483.91	10,151.30	*
				99.73	99.73	
ACCT: 5228 NONOP EXP/NONBGTD OP TR						
ACCT: 52			OPERATING EXPENSES	99.73	99.73	*
				8,583.64	10,575.03	**
COMP: 6503 PROFESSIONAL & LICENSING BOARDS						
				8,613.49	12,876.71	***
CENTER: 1038000698						
				8,613.49	12,876.71	****
B UNIT: 1038						
				8,613.49	12,876.71	*****

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STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 08/31/2026

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AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1038 ABSTRACTERS BD OF EXAMINERS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	1038000698	1140000	396,358.29	DR	ABSTRACTERS BOARD OF EXAMINERS
COMPANY/SOURCE TOTAL 6503 698			396,358.29	DR *	
COMP/BUDG UNIT TOTAL 6503 1038			396,358.29	DR **	
BUDGET UNIT TOTAL 1038			396,358.29	DR ***	

of the reasons therefor and findings of fact on each issue and conclusions of law necessary for the proposed decision. The final decision shall be made by a majority of the commission members, with each member's vote set forth in the written decision. The final decision shall be filed with the attorney general and shall be provided to the public entity and or public officer involved, the state's attorney, and any person that has made a written request for such determinations. If the commission finds a violation of this chapter, the commission shall issue a public reprimand to the offending official or governmental entity. However, no violation found by the commission may be subsequently prosecuted by the state's attorney or the attorney general. All findings and public censures of the commission shall be public records pursuant to § 1-27-1. Sections 1-25-6 to 1-25-9, inclusive, are not subject to the provisions of chapter 1-26.

1-25-8. OMC MEMBERS. The South Dakota Open Meeting Commission is comprised of five state's attorneys or deputy state's attorneys appointed by the attorney general. Each commissioner serves at the pleasure of the attorney general. The members of the commission shall choose a chair of the commission annually by majority vote.

1-25-12. DEFINITIONS. Terms used in the open meetings laws mean:

(1) "Official meeting," any meeting of a quorum of a public body at which official business or public policy of that public body is discussed or decided by the public body, whether in person or by means of teleconference or electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform, provided the term does not include communications solely to schedule a meeting or confirm attendance availability for a future meeting;

(2) "Political subdivision," any association, authority, board, municipality, commission, committee, council, county, school district, task force, town, township, or other local governmental entity, which is created by statute, ordinance, or resolution, and is vested with the authority to exercise any sovereign power derived from state law;

(3) "Public body," any political subdivision or the state;

(4) "State," each agency, board, commission, or department of the State of South Dakota, not including the Legislature; and

(5) "Teleconference," an exchange of information by any audio, video, or electronic medium, including the internet.

1-25-13. ANNUAL REVIEW OF OPEN MEETING LAWS. Any agency, as defined in § 1-26-1, or political subdivision of this state, that is required to provide public notice of its meetings pursuant to § 1-25-1.1 or 1-25-1.3 must annually review the following, during an official meeting of the agency or subdivision:

(1) The explanation of the open meeting laws of this state published by the attorney general, pursuant to § 1-11-1; and

(2) Any other material pertaining to the open meeting laws of this state provided by the attorney general.

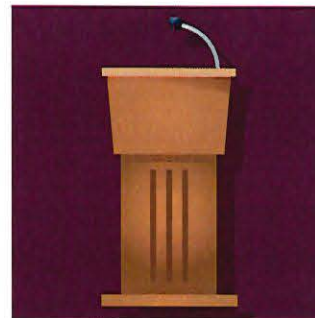
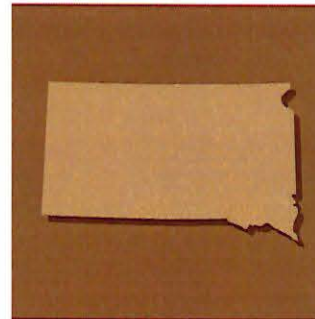
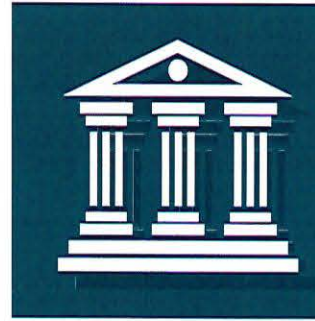
The agency or subdivision must include in the minutes of the official meeting an acknowledgement that the review was completed.

1-27-1.16. MEETING PACKETS AND MATERIALS.

If a meeting is required to be open to the public pursuant to § 1-25-1 and if any printed material relating to an agenda item of the meeting is prepared or distributed by or at the direction of the governing body or any of its employees and the printed material is distributed before the meeting to all members of the governing body, the material shall either be posted on the governing body's website or made available at the official business office of the governing body at least twenty-four hours prior to the meeting or at the time the material is distributed to the governing body, whichever is later. If the material is not posted to the governing body's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the governing body is considering the printed material. However, the provisions of this section do not apply to any printed material or record that is specifically exempt from disclosure under the provisions of this chapter or to any printed material or record regarding the agenda item of an executive or closed meeting held in accordance with § 1-25-2. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to printed material, records, or exhibits involving contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.17. DRAFT MINUTES. The unapproved, draft minutes of any public meeting held pursuant to § 1-25-1 that are required to be kept by law shall be available for inspection by any person within ten business days after the meeting. However, this section does not apply if an audio or video recording of the meeting is available to the public on the governing body's website within five business days after the meeting. A violation of this section is a Class 2 misdemeanor. However, the provisions of this section do not apply to draft minutes of contested case proceedings held in accordance with the provisions of chapter 1-26.

1-27-1.18. WORKING GROUP REPORTS. Any final recommendations, findings, or reports that result from a meeting of a committee, subcommittee, task force, or other working group which does not meet the definition of a political subdivision or public body pursuant to § 1-25-1, but was appointed by the governing body, shall be reported in open meeting to the governing body which appointed the committee, subcommittee, task force, or other working group. The governing body shall delay taking any official action on the recommendations, findings, or reports until the next meeting of the governing body.



Conducting the Public's Business in Public

An explanation of
South Dakota's
Open Meetings Laws
(Effective July 1, 2026)

Prepared by:
S.D. Attorney General's Office
in partnership with the
S.D. NewsMedia Association

Published by:
South Dakota NewsMedia Association
1125 32nd Ave. Brookings, SD 57006

Q: WHAT ARE SOUTH DAKOTA'S OPEN MEETINGS LAWS?

A. South Dakota's open meetings laws embody the principle that the public is entitled to the greatest possible information about public affairs and are intended to encourage public participation in government. SDCL Ch. 1-25 requires that official meetings of public bodies must be public and advance notice is to be given of such meetings. The statutes define an "official meeting" as one where a quorum of the public body is present and at which official business or public policy of the body is discussed or decided. **Openness in government is encouraged.**

Q: WHO DOES THE OPEN MEETINGS LAWS APPLY TO?

A. The open meetings laws apply to all public bodies of the state and its political subdivisions. SDCL 1-25-1, 1-25-12(3). This includes cities, counties, school boards and other public bodies created by ordinance or resolution, such as appointed boards, task forces, and committees, so long as they have authority to exercise sovereign power. SDCL 1-25-12(2). Although no court decisions have been issued on the subject, this probably does not include bodies that serve only in an advisory capacity. The State Constitution allows the Legislature and the Unified Judicial System to create rules regarding their own separate functions.

Q: WHAT MUST BE INCLUDED ON THE PROPOSED AGENDA?

A. A proposed agenda, as required by § 1-25-1.1 or 1-25-1.3, must list all items to be considered by a public body during any official meeting. The proposed agenda items must be described in sufficient detail to reasonably inform the public of any official business or public policy intended to be considered at the meeting.

Q: ARE TELECONFERENCES CONSIDERED PUBLIC MEETINGS?

A. Yes. The open meetings laws allow meetings, including executive or closed meetings, to be conducted by teleconference – defined as an exchange of information by audio, video, or electronic means (including the internet) – if a place is provided for the public to participate. SDCL 1-25-1.5, 1-25-12(5). In addition, for teleconferences where less than a quorum of the public body is present at the location open to the public, arrangements must also be made for the public to listen by telephone or internet (except for portions of meetings properly closed for executive sessions). SDCL 1-25-1.6. The media and public must be notified of teleconference meetings under the same notice requirements as any other meeting.

Q: HOW ARE THE PUBLIC AND MEDIA NOTIFIED WHEN PUBLIC BUSINESS IS BEING DISCUSSED?

A. SDCL 1-25-1.1 requires that all political subdivisions (except the state and its boards, commissions, or departments as provided in § 1-25-1.3) prominently post a notice and copy of the proposed agenda at the political subdivision's principal office. At a minimum, the proposed agenda must include the date, time, and location of the meeting and must be visible, readable, and accessible to the public for 24 continuous hours immediately preceding the meeting. Also, if the political subdivision has its own website, the notice must be posted on the website upon dissemination of the notice. For special or rescheduled meetings, political subdivisions must comply with the regular meeting notice requirements as much as circumstances permit. The notice must be delivered in person, by mail, by email, or by telephone to all local news media who have asked to be notified. It is good practice for local media to renew requests for notification of special or rescheduled meetings at least annually.

SDCL 1-25-1.3 varies slightly from SDCL 1-25-1.1 and requires the State and its agencies, boards, commissions, or departments to post a proposed agenda both on <http://boardsandcommissions>.

business or public policy intended to be considered at the meeting. A violation of this section is a Class 2 misdemeanor.

1-25-2. EXECUTIVE SESSION. An executive session or closed meetings may be held only for the purposes of:

(1) Discussing the character, competence, fitness, performance, or qualifications of any current or prospective public officer or employee, not including an independent contractor;

(2) Discussing a student's:

(a) Discipline, expulsion, or suspension;

(b) Assignment or educational program; or

(c) Eligibility to participate in interscholastic activities provided by the South Dakota High School Activities Association;

(3) Consulting with legal counsel, or reviewing communications from legal counsel, about proposed or pending litigation or contractual matters;

(4) Preparing for contract negotiations or negotiating with employees or employee representatives;

(5) Discussing marketing or pricing strategies by a board or commission of a business that is owned by the state or any of its political subdivisions, if public discussion may be harmful to the competitive position of the business; or

(6) Discussing the following information pertaining to the protection of public or private property and any person on or within the property:

(a) Any vulnerability assessment or response plan intended to prevent or mitigate criminal acts;

(b) Emergency management or response;

(c) Public safety information that would create a substantial likelihood of endangering public safety or property, if disclosed;

(d) Communications network schema, computer systems, cyber security plans, passwords, or user identification names;

(e) Guard schedules;

(f) Lock combinations; and

(g) Any blueprint, building plan, or infrastructure record regarding any building or facility, which would expose or create vulnerability through disclosure of the configuration, location, or security of critical systems of the building or facility;

(7) Discussing any emergency or disaster response plans or protocols, safety or security audits or reviews, or lists of emergency or disaster response personnel or material; and

(8) Discussing the location of or listing any:

(a) Ammunition or weapons;

(b) Biological, chemical, or nuclear agents; or

(c) Other military or law enforcement equipment or personnel.

An executive session or closed meeting may be held only upon a majority vote of the members of the public body present and voting at an otherwise open official meeting.

In the absence of a unanimous vote, any vote to

enter executive session must be taken by roll call. A motion to enter executive session must state the applicable subdivision in this section, or any other applicable law, pursuant to which the executive session is to be held. The motion and vote to enter executive session must be reported in the minutes of the proceedings. Discussion during executive session is restricted to the purpose specified in the motion to enter executive session.

Any official action concerning the matters considered pursuant to this section must be taken at an open official meeting.

Nothing in § 1-25-1 or this section prevents an executive session or closed meeting if the federal or state Constitution or any federal or state statute permits or requires the session or meeting. A violation of this section is a Class 2 misdemeanor.

1-25-6. DUTY OF STATE'S ATTORNEY. If a complaint alleging a violation of chapter 1-25 is made pursuant to § 23A-2-1, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. Upon doing so, the state's attorney shall send a copy of the complaint and any investigation file to the attorney general. The attorney general shall use the information for statistical purposes and may publish abstracts of such information, including the name of the government body involved for purposes of public education; or

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action.

1-25-6.1. DUTY OF STATE'S ATTORNEY (COUNTY COMMISSION ISSUES). If a complaint alleges a violation of this chapter by a board of county commissioners, the state's attorney shall take one of the following actions:

(1) Prosecute the case pursuant to Title 23A;

(2) Determine that there is no merit to prosecuting the case. The attorney general shall use the information for statistical purposes and may publish abstracts of the information as provided by § 1-25-6;

(3) Send the complaint and any investigation file to the South Dakota Open Meetings Commission for further action; or

(4) Refer the complaint to another state's attorney or to the attorney general for action pursuant to § 1-25-6.

1-25-7. REFERRAL TO OMC. Upon receiving a referral from a state's attorney or the attorney general, the South Dakota Open Meetings Commission shall examine the complaint and investigatory file submitted by the state's attorney or the attorney general and shall also consider signed written submissions by the persons or entities that are directly involved. Based on the investigatory file submitted by the state's attorney or the attorney general and any written responses, the commission shall issue a written determination on whether the conduct violates this chapter, including a statement

PERTINENT S.D. OPEN MEETINGS STATUTES (other specific provisions may apply depending on the public body involved)

1-25-1. OPEN MEETINGS.

An official meeting of a public body is open to the public unless a specific law is cited by the public body to close the official meeting to the public.

It is not an official meeting of one public body if its members provide information or attend the official meeting of another public body for which the notice requirements of § 1-25-1.1 or 1-25-1.3 have been met. It is not an official meeting of a public body if its members attend a press conference called by a representative of the public body.

For any event hosted by a nongovernmental entity to which a quorum of the public body is invited and public policy may be discussed, but the public body does not control the agenda, the public body may post a public notice of a quorum, in lieu of an agenda. The notice of a quorum must meet the posting requirements of § 1-25-1.1 or 1-25-1.3 and must contain, at a minimum, the date, time, and location of the event.

The public body shall reserve at every official meeting a period for public comment, limited at the public body's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment.

Public comment is not required at an official meeting held solely for the purpose of meeting in executive session, an inauguration, presentation of an annual report to the public body, or swearing in of a newly elected official, regardless of whether the activity takes place at the time and place usually reserved for an official meeting.

If a quorum of township supervisors, road district trustees, or trustees for a municipality of the third class meets solely for purposes of implementing previously publicly adopted policy, carrying out ministerial functions of that township, district, or municipality; or undertaking a factual investigation of conditions related to public safety; the meeting is not subject to the provisions of this chapter.

A violation of this section is a Class 2 misdemeanor.

1-25-1.1. PUBLIC NOTICE OF POLITICAL SUBDIVISIONS. Each political subdivision shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any official meeting, by posting a copy of the notice, visible to the public, at the principal office of the political subdivision holding the meeting. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the political subdivision's website upon dissemination of the notice, if a website exists. For any special or rescheduled meeting, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice. For any

special or rescheduled meeting, each political subdivision shall also comply with the public notice provisions of this section for a regular meeting to the extent that circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.3. PUBLIC NOTICE OF STATE. The state shall provide public notice of a meeting, at least seventy-two hours before the meeting is scheduled to start, not including Saturday, Sunday, or any legal holiday, by posting a copy of the proposed agenda:

(1) At the principal office of the board, commission, or department holding the meeting;

(2) That includes the date, time, and location of the meeting;

(3) That is visible, readable, and accessible to the public; and

(4) On a state website, designated by the commissioner of the Bureau of Finance and Management.

For any special or rescheduled meeting, the information in the notice must be delivered in person, or by mail, email, or telephone, to members of the local news media who have requested notice. The state shall also comply with all other requirements of this section, for a special or rescheduled meeting, as circumstances permit. A violation of this section is a Class 2 misdemeanor.

1-25-1.5. TELECONFERENCE MEETING. Any official meeting may be conducted by teleconference. A teleconference may be used to conduct a hearing or take final disposition regarding an administrative rule pursuant to § 1-26-4. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote.

1-25-1.6. TELECONFERENCE PARTICIPATION. At any official meeting conducted by teleconference, there shall be provided one or more places at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, that has less than a quorum of the members of the public body participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to official meetings closed to the public pursuant to specific law.

1-25-1.7. AGENDA DETAILS ARE REQUIRED. A proposed agenda, as required by § 1-25-1.1 or 1-25-1.3, must list all items to be considered by a public body during any official meeting. The proposed agenda items must be described in sufficient detail to reasonably inform the public of any official

sd.gov and at their principal place of business at least 72 continuous hours before a meeting is scheduled to start (this does not include any weekend or legal holiday).

Q: WHO ARE LOCAL NEWS MEDIA?

A. There is no definition of "local news media" in SDCL ch. 1-25. "News media" is defined in SDCL 13-1-57 generally as those personnel of a newspaper, periodical, news service, radio station, or television station regardless of the medium through which their content is delivered. The Attorney General is of the opinion that "local news media" is all news media – broadcast and print – that regularly carry news to the community.

Q: IS A PUBLIC COMMENT PERIOD REQUIRED AT PUBLIC MEETINGS?

A. Yes. Public bodies are required to provide at every official meeting a period of time on their agenda for public comment. SDCL 1-25-1. Each public body has the discretion to limit public comment as to the time allowed for each topic commented on, and as to the total time allowed for public comment. Public comment is not required at meetings held solely for an executive session, inauguration, presentation of an annual report, or swearing in of elected officials.

Q: CAN PUBLIC MEETINGS BE RECORDED?

A. Yes, SDCL 1-25-11 requires public bodies to allow recording (audio or video) of their meetings if the recording is reasonable, obvious, and not disruptive. This requirement does not apply to those portions of a meeting confidential or closed to the public.

Q: WHEN CAN A MEETING BE CLOSED TO THE PUBLIC AND MEDIA?

A. SDCL 1-25-2 allows a public body to close a meeting for the following purposes: 1) to discuss personnel issues pertaining to officers or employees; 2) consideration of the performance or discipline of a student, or the student's participation in interscholastic activities; 3)

consulting with legal counsel, or reviewing communications from legal counsel about proposed or pending litigation or contractual matters; 4) employee contract negotiations; 5) to discuss marketing or pricing strategies of a publicly-owned competitive business; or 6) to discuss information related to the protection of public or private property such as emergency management response plans or other public safety information. The statute also recognizes that executive session may be appropriate to comport with other laws that require confidentiality or permit executive or closed meetings. Federal law pertaining to students and medical records will also cause school districts and other entities to conduct executive sessions or conduct meetings to refrain from releasing confidential information. Meetings may also be closed by cities and counties for certain economic development matters. SDCL 9-34-19.

Note that SDCL 1-25-2 and SDCL 9-34-19 do not require meetings be closed in any of these circumstances.

Any official action based on discussions in executive session must, however, be made at an open meeting.

Q: WHAT IS THE PROPER PROCEDURE FOR EXECUTIVE SESSIONS?

A. A motion to enter executive session must be made and seconded, followed by a vote. If the motion does not receive a majority vote, a roll call vote is required. Both the motion and the resulting vote must be recorded in the minutes of the proceedings.

Q: WHAT MUST BE STATED IN A MOTION FOR EXECUTIVE SESSION?

A. Motions for executive sessions must refer to the specific state or federal law allowing for the executive session i.e. "pursuant to SDCL 1-25-2(3)." Also, best practice to avoid public confusion would be that public bodies explain the reason for going into executive session. For example, the motion might state "motion to go into executive session pursuant to SDCL 1-25-2(1) for the purposes of discussing a personnel matter," or "motion to go into executive session pursuant to SDCL 1-25-2(3) for

the purposes of consulting with legal counsel.”

Discussion in the executive session must be strictly limited to the announced subject. No official votes may be taken on any matter during an executive session. The public body must return to open session before any official action can be taken.

Q: WHAT HAPPENS IF THE MEDIA OR PUBLIC IS IMPROPERLY EXCLUDED FROM A MEETING OR OTHER VIOLATIONS OF THE OPEN MEETING LAWS OCCUR?

A: Excluding the media or public from a meeting that has not been properly closed subjects the public body or the members involved to: (a) prosecution as a Class 2 misdemeanor punishable by a maximum sentence of 30 days in jail, a \$500 fine or both; or (b) a reprimand by the Open Meeting Commission (“OMC”). The same penalties apply if the agenda for the meeting is not properly posted, or other open meeting violations occur.

Also, action taken during any meeting that is not open or has not been properly noticed could, if challenged, be declared null and void.

Q: HOW ARE ISSUES REFERRED TO THE OPEN MEETINGS COMMISSION (“OMC”)?

A: Persons alleging violations of the open meetings laws must make their complaints with law enforcement officials in the county where the offense occurred. After a signed and notarized complaint is made under oath, and any necessary investigation is conducted, the State’s Attorney may: (a) prosecute the case as a misdemeanor; (b) find that the matter has no merits and file a report with the Attorney General for statistical purposes; or (c) forward the complaint to the OMC for a determination. The OMC is comprised of five State’s Attorneys or Deputy State’s Attorneys appointed by the Attorney General. The OMC examines whether a violation has occurred and makes written public findings explaining its reasons. If you have questions on the procedures or status of a pending case, you may contact the Attorney General’s

Office at 605-773-3215 to talk to an assistant for the OMC. Procedures for the OMC are posted on the website for the Office of Attorney General.
<http://atg.sd.gov/>.

Q: WHAT DOES THE TERM “SOVEREIGN POWER” MEAN?

A: The open meetings laws do not define this term, but it generally means the power to levy taxes, impose penalties, make special assessments, create ordinances, abate nuisances, regulate the conduct of others, or perform other traditional government functions. The term may include the exercise of many other governmental functions. If an entity is unclear whether it is exercising “sovereign power” it should consult with legal counsel.

Q: MAY AGENDA ITEMS BE CONSIDERED IF THEY ARE ADDED LESS THAN 24 HOURS BEFORE A MEETING?

A: Proposed agendas for public meetings must be posted at least 24 hours in advance of the meeting. The purpose of providing advance notice of the topics to be discussed at a meeting is to provide information to interested members of the public concerning the governing body’s anticipated business. Typically, the public body adopts the final agenda upon convening the meeting. At the time the final agenda is adopted, the governing body may add or delete agenda items and may also change the order of business. See *In re Yankton County Commission, Open Meetings Commission Decision # 20-03*, December 31, 2020. New items cannot be added after the agenda has been adopted by the governing body.

Public bodies are strongly encouraged to provide at least 24 hours’ notice of all agenda items so as to be fair to the public and to avoid dispute.

For special or rescheduled meetings, public bodies are to comply to the extent circumstances permit. In other words, posting less than 24 hours in advance may be permissible in emergencies.

Q: ARE EMAIL DISCUSSIONS “MEETINGS” FOR PURPOSES OF THE OPEN MEETINGS LAWS?

A: The definition of an “official meeting” in SDCL 1-25-12(1) specifically includes meetings conducted by “electronic means, including electronic mail, instant messaging, social media, text message, or virtual meeting platform[.]” A quorum of a public body that discusses official business of that body via electronic means is conducting an official meeting for purposes of the open meetings laws. Electronic communications made solely for scheduling purposes do not fall within the definition of an official meeting.

Q: WHAT RECORDS MUST BE AVAILABLE TO THE PUBLIC IN CONJUNCTION WITH PUBLIC MEETINGS?

A: SDCL 1-25-1.4 requires state boards, commissions, or departments to make public meeting materials available on <http://boardsandcommissions.sd.gov>. SDCL 1-27-1.16 requires that any other public body must post meeting materials on the public body’s website or make those materials available to the public at least twenty-four hours prior to the hearing or when made available to the members of the public body, whichever is later. Finally, SDCL 1-27-1.17 requires that draft minutes of public meetings must be made available to the public at the principal place of business for the public body within 10 business days after the meeting (or any audio and visual recording must be made available on the website for the public body within five business days).

These laws are in addition to any specific requirements for public bodies (i.e., publication requirements in state laws pertaining to cities, counties, or school districts). Enforcement of public records laws contained in SDCL Ch. 1-27 are handled by separate procedures found in SDCL 1-27-35, et. seq. rather than the open meeting procedures described above. Violations of SDCL 1-27-1.16 and 1-27-1.17 are also Class 2 misdemeanors.

Q: WHAT REQUIREMENTS APPLY TO TASK FORCES, COMMITTEES AND WORKING GROUPS?

A: Task forces and committees that exercise “sovereign power,” and are created by statute, ordinance, or proclamation are required to comply with the open meetings laws. SDCL 1-25-12(1). Task forces, committees, and working groups that are not created by statute, ordinance, or proclamation, or are advisory only, may not be subject to the open meetings laws, but are encouraged to comply to the extent possible when public matters are discussed. Ultimately, if such advisory task forces, committees and working groups present any reports or recommendations to public bodies, the public bodies must wait until the next meeting (or later) before taking final action on the recommendations. SDCL 1-27-1.18.

Q: ARE PUBLIC BODIES REQUIRED TO REVIEW THE OPEN MEETINGS LAWS?

A: Public bodies must annually review an explanation of the open meetings laws provided by the Attorney General, along with any other material pertaining to the open meetings laws made available by the Attorney General. SDCL 1-25-13. Each public body must report in its minutes that the annual review of the open meetings laws was completed.

DAKOTA HOMESTEAD

TITLE INSURANCE COMPANY

June 23, 2026

South Dakota Abstracters' Board of Examiners
810 N. Main Street, Suite 298
Spearfish, SD 57783

Re: Proposal for Current and Updated Electronic Versions of the *South Dakota Land Title Guide*

Dear South Dakota Abstracters' Board of Examiners,

As a company greatly invested in disseminating information about real property law in South Dakota, Dakota Homestead Title Insurance Company (DHTIC) is excited to present a proposal that could greatly benefit the Board of Examiners. The *South Dakota Land Title Guide* is a beacon of knowledge for South Dakota abstracters and parties interested in real property. While the text has not diminished in importance, the changing of various statutes, case law, and technological capabilities renders some parts of the guide outdated.

To help revise the guide, DHTIC's proposal will provide electronic Word versions of the following:

- Original, electronic versions of Chapters 1-31 of the *South Dakota Land Title Guide*;
- Updated, electronic versions of Chapters 1-31 of the *South Dakota Land Title Guide*; and
- Electronic versions of all other pages, such as the Title Page, Acknowledgments, and Index.

The electronic versions of Chapters 1-31 will include the text, citations, notes, and figures, if applicable, for each chapter. The updated versions of the chapters are not meant to be a final version but rather a version the Board and other interested members can work on to produce a final version.

To compensate for the work required for this proposal, DHTIC will request a flat billing rate of \$5,000.00 paid to DHTIC. As such, DHTIC is responsible for paying any DHTIC staff member and costs associated with the staff member who works on the project.. Should the board choose to accept this current proposal, DHTIC would also be amendable to another contract to finalize the guide.

DHTIC greatly appreciates the time taken to read this proposal and would be happy to work out further details. For more information or if you have questions, please feel free to reach out.

Sincerely,

Eric Hanson
President
605-336-0388
eric@dakotahomestead.com

• Telephone: 605-336-0388 • Toll Free: 800-425-0388 • Fax: 605-336-5649

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TITLE INSURANCE COMPANY

June 23, 2026

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Re: Current and Updated Electronic Versions of the *South Dakota Land Title Guide*

Dear South Dakota Abstracters' Board of Examiners,

As a company greatly invested in disseminating information about real property law in South Dakota, Dakota Homestead Title Insurance Company (DHTIC) is excited to present the electronic version of the *South Dakota Land Title Guide* to the Board.

This electronic version encompasses the following documents:

- Original, electronic versions of Chapters 1-31 of the *South Dakota Land Title Guide*,
 - These chapters are written verbatim to the 1996 version of the guide and contain the original citations. The only chapter that is not fully rewritten is Chapter 15, Decedents' Estates, which is instead supplemented by the updated Chapter 15, Probate of Wills and Administration;
- Updated, electronic versions of Chapters 1-31 of the *South Dakota Land Title Guide*,
 - These chapters are edited for grammar and readability. Additionally, nearly all the citations are updated to 2025. The only exception is the UCC Financing Section;
- Electronic versions of all other pages, including:
 - Cover Page,
 - O Pioneers! Quote,
 - Title Page
 - Copyright Page,
 - Acknowledgments,
 - Table of Contents
 - Section Dividers for Sections I-IV,
 - Answers,
 - Questions,
 - Endnotes – Original & Updated,
 - Index – Updated, and
 - Final Note; and
- Figures for all chapters, with both the original version (and updated version if applicable). These figures are either in a separate word document or contained in the applicable chapter. There is an accompanying spreadsheet that details the location of each figure.

Any changes or edits requested by July 27, 2026, will be completed by July 31, 2026. Any changes or edits requested after July 27, 2026, will be updated in a timely manner. As a reminder, the updated versions of the chapters are not meant to be a final version but rather a version the Board and other interested members can work on to produce a final version.

If you have questions or have any edits, please feel free to reach out.

Sincerely,

Eric Hanson
President
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