

# Nancy Sylvester, MA, PRP, CPP-T

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Professional Registered & Certified Professional Parliamentarian*

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## **PROPOSAL VILLAGE OF Poplar Grove August 17, 2023**

This proposal is in response to the request for a proposal from the Village of Poplar Grove, IL. This proposal is for conducting board training on Boardsmanship and Parliamentary Procedure for the Village Trustees of the Village of Poplar Grove.

**Outline of Board Training Subjects to Cover:** The following subjects will be covered: Board Basics, Board Governing Documents, Fiduciary Duty, Board/Staff Relationship, Purposes of Parliamentary Procedure, Quorum, Agenda, Processing a Motion, Precedence of Motions, Meaning of Votes, Script of a Motion, Meeting Minutes, Rules for a Small Committee/Board, and Basic Characteristics of a Motion.

**Training:** The training would be conducted in person, in the Village of Poplar Grove. The length of the training would be approximately 3 hours long. The date and time would be worked out between the Village representative and Nancy Sylvester.

**Professional Qualifications and Experience:** I have included my resume with this proposal.

**Training Cost:** The cost of the training would be \$3,000.00, plus expenses. That price would include a detailed handout, approximately 15-18 pages in length. The handout would be sent in advance, in PDF format, so that the client can print it.

If you have any questions, please feel free to contact me.