

Appendix

The following sections are provided as an appendix to the HTURB CMP.

Appendix A

Full Intrinsic Resource List

Harriet Tubman Underground Railroad Byway (Delaware)

Corridor Management Plan (CMP) - Intrinsic Resource List

Segment #	Resource ID #	Resource Name	Resource Category (Primary or Secondary)	Harriet Tubman URR Primary Resource Type *	Significance	
					Regionally	Nationally
SEGMENT 1						
1	1	Sandtown	Primary	U	X	
1	2	State Route 10 Agricultural Landscape	Primary	E	X	
1	3	Star Hill AME Church, Cemetery and Museum	Primary	I	X	
1	4	Henry Cowgill Farm Site	Primary	U, E	X	
1	5	Willow Grove	Primary	U, C	X	
1	6	Free Black Settlement Between Camden and Wyoming	Primary	C	X	
1	7	Zion AME Church	Primary	C	X	
1	8	Camden Historic District	Primary	C	X	
1	9	Camden Friends Meeting House	Primary	C, I	X	
1	10	Whatcoat Methodist Episcopal Church (Morningstar Inst.)	Primary	C	X	
1	11	Brinkley Hill	Primary	C	X	
1	12	Brecknock Park	Primary	C	X	
1	13	Great Geneva	Primary	C	X	
1	14	Wildcat Manor	Primary	C	X	
1	15	Happy Valley	Primary	C	X	
1	16	Dover Green	Primary	C	X	
1	17	Old State House	Primary	C		X
1	18	Delaware National Estuarine Research Reserve	Secondary			X
1	19	John Dickinson Plantation	Secondary		X	
1	20	First State Heritage Park and Welcome Center & Galleries	Secondary			X
SEGMENT 2						
2	21	Bombay Hook National Wildlife Refuge	Secondary			X
2	22	Hawkins Route to the Hunn Farm	Primary	E	X	
2	23	Landscape of Blackbird State Forest	Primary	E	X	
2	24	Ebenezer Church	Primary	E	X	
2	25	Site of the Farm of John Hunn, now Middletown High School	Primary	U	X	
2	26	Old St. Anne's Episcopal Church	Secondary		X	
2	27	Appoquinimink Friends Meeting House	Primary	U, I		X
2	28	Corbit-Sharp House	Primary	U, I		X
2	29	Odessa Historic District	Secondary		X	
SEGMENT 3						
3	30	Stewart Street in Port Penn (Free Black Settlement)	Primary	C	X	
3	31	Port Penn Interpretive Center	Secondary		X	
3	32	Augustine Wildlife Area	Secondary		X	
3	33	Fort Delaware	Secondary	E		X
3	34	Delaware State Route 9 (SR 9) Landscape	Primary	E	X	
3	35	Polktown near Delaware City (Free Black Settlement)	Primary	C, E	X	
3	36	Fort Dupont State Park	Secondary		X	
3	37	New Castle Courthouse Museum	Primary	U, I		X
3	38	New Castle Historic District	Secondary		X	
SEGMENT 4						
4	39	The Rocks-Fort Christina State Park	Primary	U	X	
4	40	Severn Johnson Home Site	Primary	U	X	
4	41	George Wilmer Home Site	Primary	U	X	
4	42	Comegys Munson Home Site	Primary	U	X	
4	43	Peter Spencer Plaza	Primary	I	X	

					Significance	
Segment #	Resource ID #	Resource Name	Resource Category (Primary or Secondary)	Harriet Tubman URR Primary Resource Type *	Regionally	Nationally
4	44	Tubman-Garrett Riverfront Park and Market Street Bridge	Primary	C, I		X
4	45	Wilmington Old Town Hall	Primary	U, I	X	
4	46	Thomas Garrett Home Site	Primary	U, I		X
4	47	Quaker Hill Historic District	Primary	C, E	X	
4	48	Wilmington Friends Meeting House and Cemetery	Primary	U, C, I		X
4	49	Elwood Garrett Home Site	Primary	C	X	
4	50	Joseph Walker Home Site	Primary	U	X	
4	51	Henry Craige Home Site	Primary	U	X	
4	52	Centreville	Primary	C	X	
4	53	Thomas Garrett Route to Longwood	Primary	C, E	X	

*** Resource Type**

Underground Railroad Sites (U): These sites have verified association between individuals, events, and places with the network of people who assisted fugitive enslaved people in their escape to freedom.

Underground Railroad historic context such as the growth of free black communities and churches, abolitionist Quaker families and meetinghouses, African Americans in the Civil War and others.

Commemorative/Interpretive Sites (I): Sites that commemorate specific Underground Railroad events or interpret the general history of the Underground Railroad, including museums and historical markers.

Evocative Landscape Site (E): Connotes a site or area that visually evokes the general undisturbed historic landscape of this part of Delaware providing the traveler with an experience as removed as possible from contemporary intrusion.

Appendix B

Public Notices and Press Releases

Harriet Tubman Underground Railroad Byway – Delaware Public Workshop Press Release – May 2011

Workshop Locations and Times:

June 20 - Historic Odessa Bank, Odessa, DE - 6:00 to 7:30pm

June 21 – (Tentative) Camden Friends Meeting House, Camden, DE - 6:00 to 7:30pm (Tentative)

June 22 – Wilmington Friends Meeting House, Wilmington, DE – 6:00 to 7:30pm

What is the Goal of the Public Workshops?

A series of Public Workshops are being held along the Harriet Tubman Underground Railroad Byway (HTURB). The Public Workshops are a vital component to the success and effectiveness of the Corridor Management Plan (CMP). The goals, concerns, and wishes of the Harriet Tubman Underground Railroad Byway community will be summarized and presented in the CMP, and the Public Workshops provide the forum for gathering and summarizing these items. The Public Workshops provide the public with the opportunity to ask questions, voice their concerns, and help make the Harriet Tubman Underground Railroad Byway CMP a valuable and effective document that will truly be the voice of the corridor and its communities.

What are the Scenic Byway Limits?

The HTURB corridor is approximately 90 miles travelling through the State of Delaware. The corridor passes through the communities of Sandtown, Camden, Dover, Smyrna, Clayton, Townsend, Middletown, Odessa, Port Penn, Delaware City, New Castle, and Wilmington.

The Harriet Tubman Underground Railroad Byway Corridor Management Plan (CMP) is a collaboration of efforts between the Delaware Department of Transportation, the Underground Railroad Coalition, residents, business owners, and any other individuals with a vested interest in the HTURB.

What is a Corridor Management Plan (CMP)?

The Harriet Tubman Underground Railroad Byway CMP is a document that is required as a State of Delaware Scenic Byway and for future designation as a National Scenic Byway (NSB) or an All-American Road (AAR). The Harriet Tubman Underground Railroad Byway CMP will describe the current corridor conditions, evaluate the intrinsic resources, outline the many community's goals and strategies for the corridor, and guide the future of the Byway. It is being created with the participation of persons representing broad interests along the Byway. It will incorporate information on the preservation, development, and promotional activities which these agencies and individuals have already implemented, and describes future plans for traveler improvements, the management of intrinsic qualities, interpretive development, improvements in tourism facilities and services, sign installation, and marketing.

The Harriet Tubman Underground Railroad Byway (HTURB) Corridor Management Plan (CMP) is intended to provide a collection of information that will assist in the preservation, promotion, interpretation, enhancement, and management of the intrinsic resources found throughout the HTURB corridor. This CMP will attempt to foster economic planning and activity within the HTURB communities and provide direction and foresight as to the proper course of promotion, use, and preservation of the corridor's resources.

This CMP is an extension of the people – the people of the Harriet Tubman Underground Railroad Byway. The diverse goals and wishes of the many communities along the corridor will be assembled and unified in the CMP, to give a common voice that will be heard and understood by all. This unification and common ground assembled in the CMP will be the promoter and the protector of the HTURB corridor for decades to come.

The mission for this Corridor Management Plan is to produce a document which is:

- **Comprehensive**, addressing all aspects of the corridor including roadway conditions, intrinsic qualities, visitor experiences, signage, and marketing
- **Consistent** and **Coordinated** with existing plans and people including: local and state governments, businesses, communities, agencies (including the Delaware Department of Transportation)
- **Guiding** in terms of the direction for the future it will provide through management guidelines
- **Creative** and **Visionary**
- **Integrated** with CMPs and programs in other states
- **Dynamic and Responsive** to changes over time, while sensitive to preservation
- **Specific** rather than general, containing well-defined and achievable strategies
- **Long-term** with definitive plans for the initial years and direction for the future
- **Feasible** and **Realistic**

What are the Benefits of Scenic Byway Designation?

Some of the benefits of Scenic Byway Designation are:

- **Promotion** - The Harriet Tubman Underground Railroad Byway will be promoted nationally and internationally through the Delaware Byways Program and the National Scenic Byways Program. Communities can benefit from statewide campaigns and local efforts that are designed to draw the traveler to their communities.
- **Preservation** - Preserving the Intrinsic Qualities of the Harriet Tubman Underground Railroad Byway is essential to its long-term integrity and sustainability. Byways create legacies and offer opportunities to preserve special places.
- **Partnerships** - Even before nomination or designation, citizens and key stakeholders are engaged to create and foster a Byway vision. Partnerships, both formal and informal, are needed to begin and sustain a successful byway. Many partners bring new resources to the table through their knowledge of the area, expertise, personal commitment and access to public or private funding sources. Scenic Byway designation offers the opportunity to expand partnerships well beyond local or state boundaries.
- **Pride** - Scenic Byway designation can instill a greater sense of awareness and pride among citizens. Neighbors learn and share with one another. People work with each other to identify the resources that the community believes form the basis of the story of the byway. Byways attract volunteers who may help clear a trail, repair or restore a building, participate in planning, or advance the overall interest of the byway in the community. The Byway itself may become the connecting force between communities along a route.
- **Funding** - Many funding opportunities are offered to designated Scenic Byways that can assist the Byway in achieving their goals. For example, \$40+ million was authorized for National Scenic Byway Program funding in FY2010.

What are the Next Steps?

The information gathered from the Public Workshops will be summarized and included into the Draft Corridor Management Plan. Further research will take place regarding the background conditions and history of the Bwyay, as well as funding opportunities, marketing and promotion, signage, and preservation/conservation. Once the Draft CMP is complete it will be distributed to the community for review and comment. The revisions and comments will be incorporated into a Final CMP.

Harriet Tubman Underground Railroad Byway – Delaware Public Workshop Press Release – March 2012

Workshop Locations and Times:

March 12, 2012 – Odessa Bank, 201 Main Street, Odessa, DE, 6:30-8:00pm

March 13, 2012 – Wilmington Friends Meeting House, 401 N. West Street, Wilmington, DE, 6:30-8:00pm

March 14 – Camden Friends Meeting House, 122 E. Camden Wyoming Avenue, Camden, DE 6:30-8:00pm

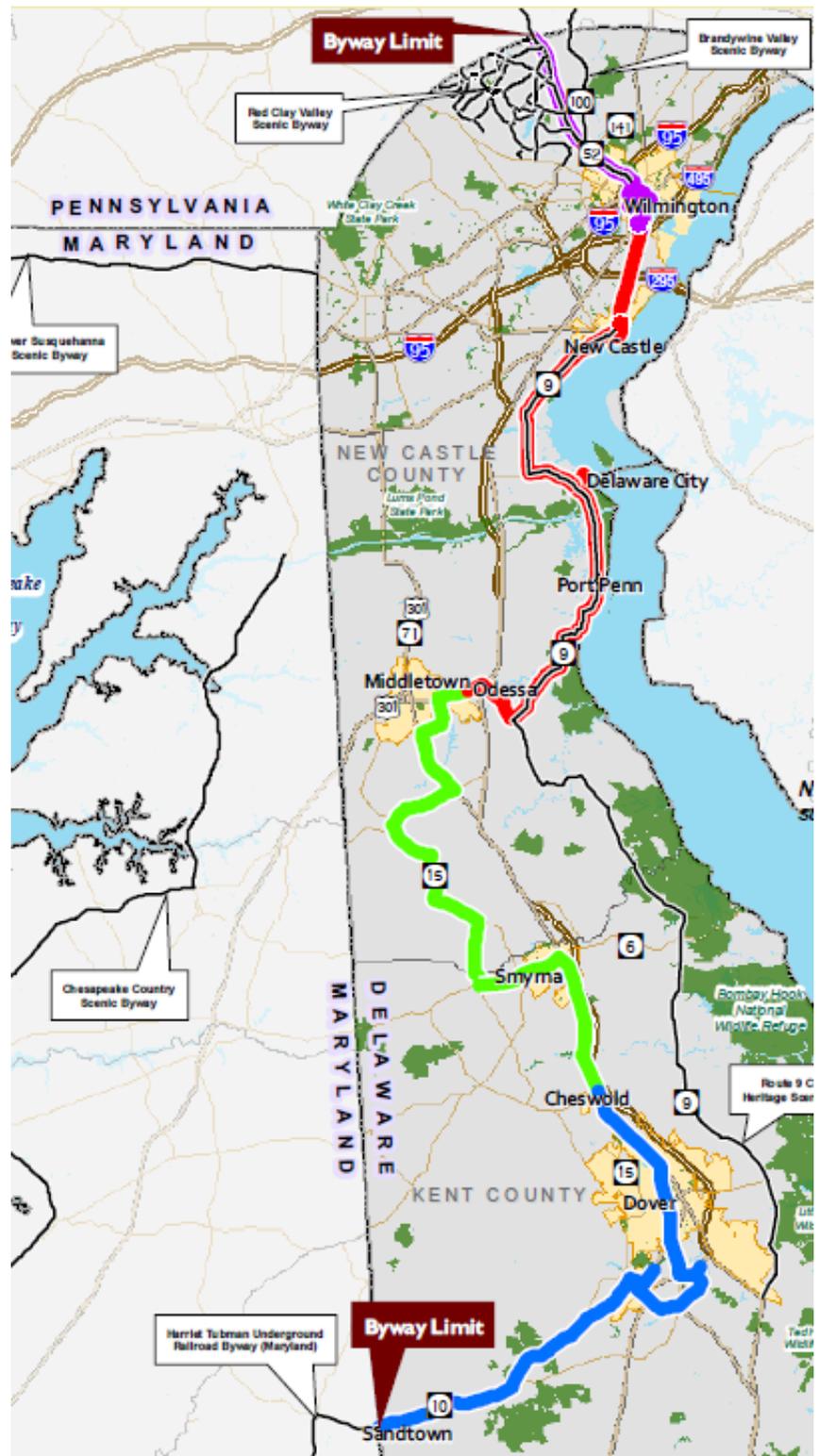
What is the Goal of these Public Workshops?

A series of three (3) Public Workshops are being held along the Harriet Tubman Underground Railroad Byway (HTURB). This is the second series of Public Workshops held (first series in November 2011) for the HTURB Corridor Management Plan (CMP) development. The Public Workshops are a vital component to the success and effectiveness of the Corridor Management Plan (CMP). The goals, concerns, and wishes of the Harriet Tubman Underground Railroad Byway community will be summarized and presented in the CMP, and the Public Workshops provide the forum for gathering and summarizing these items. The Public Workshops provide the public with the opportunity to ask questions, voice their concerns, and help make the Harriet Tubman Underground Railroad Byway CMP a valuable and effective document that will truly be the voice of the corridor and its communities.

What are the Scenic Byway Limits?

The HTURB corridor is approximately 90 miles travelling through the State of Delaware. The corridor passes through the communities of Sandtown, Camden, Dover, Smyrna, Clayton, Townsend, Middletown, Odessa, Port Penn, Delaware City, New Castle, and Wilmington (see map to the right).

The Harriet Tubman Underground Railroad Byway Corridor Management Plan (CMP) is a collaboration of efforts between the Delaware Department of Transportation, the Underground Railroad Coalition, residents,



business owners, and any other individuals with a vested interest in the HTURB.

What is a Corridor Management Plan (CMP)?

The Harriet Tubman Underground Railroad Byway CMP is a document that is required as a State of Delaware Scenic Byway and for future designation as a National Scenic Byway (NSB) or an All-American Road (AAR). The Harriet Tubman Underground Railroad Byway (HTURB) Corridor Management Plan (CMP) is intended to provide a collection of information that will assist in the preservation, promotion, interpretation, enhancement, and management of the intrinsic resources found throughout the HTURB corridor. This CMP will attempt to foster economic planning and activity within the HTURB communities and provide direction and foresight as to the proper course of promotion, use, and preservation of the corridor's resources.

What are the Benefits of Scenic Byway Designation?

Some of the benefits of Scenic Byway Designation are:

- **Promotion**
- **Preservation**
- **Partnerships**
- **Pride**
- **Funding**
- **Community Visioning**

What are the Next Steps?

The Public Workshop Series #2 will allow for the Project Team to capture input and feedback regarding the Draft CMP. The input received at these Public Workshops will be incorporated into the Final CMP.

For more information please visit www.harriettubmandelaware.com.

Be a Part of Something Great!

Join us for a Focus Group meeting to provide input and comments on the Harriet Tubman Underground Railroad Byway Corridor Management Plan (CMP) in your community.

Project Purpose

The Focus Group meeting will provide an opportunity for you to contribute your thoughts and ideas for the development and future of Delaware's Harriet Tubman Underground Railroad Byway. The CMP will develop a vision with goals and strategies for the future preservation, promotion, and enhancement of the Byway and its communities.

Focus Group Meeting Details

This is the second series of Focus Group meetings. Each series includes seven (7) individual Focus Group meetings.

You are invited to attend the Focus Group meeting of your choice, listed in the sidebar to the right.

For more information, please contact:

- Annamay Decker, (302) 760-2114, annamay.decker@state.de.us
- Carol Truppi, (302) 760-2128, carol.truppi@state.de.us
- Ann Gravatt, (302) 760-2254, ann.gravatt@state.de.us

Visit our website at www.harriettubmandelaware.com.



Meeting Dates and Times

Monday, November 14

Wilmington - Greater Wilmington Convention and Visitors Bureau
100 West 10th Street, Wilmington
2:00pm - 3:30pm

Delaware City - Delaware City Library
250 5th Street, Delaware City
6:30pm - 8:00pm

Tuesday, November 15

Odessa - Historic Odessa Bank
201 Main Street, Odessa
10:00am - 11:30am

New Castle - New Castle Courthouse Museum
211 Delaware Street, New Castle
2:00pm - 3:30pm

Camden - Camden Town Hall
First Floor King Meeting Room
1783 Friends Way, Camden
6:45pm - 8:15pm

Wednesday, November 16

Smyrna - Smyrna Town Hall
27 South Market Street Plaza, Smyrna
3:00pm - 4:30pm

Dover - Old State House
First Floor Courtroom
25 The Green, Dover
6:30pm - 8:00pm

Be a Part of Something Great!

Join us for our final Public Workshop to provide input and comments on the Harriet Tubman Underground Railroad Byway Corridor Management Plan (CMP) and Gateway concepts in your community.

Meeting Purpose

The Public Workshop will provide an opportunity for you to contribute your thoughts and ideas for the development of gateway concepts for the Harriet Tubman Underground Railroad Byway. The final CMP will also be discussed.

You are invited to attend the Public Workshop of your choice, listed in the sidebar to the right.

For more information, please contact:

- Ann Gravatt, (302) 760-2254, ann.gravatt@state.de.us
- Andy Nicol, (407) 875-8926, awnicol@transystems.com

Visit our website at www.harriettubmandelaware.com.

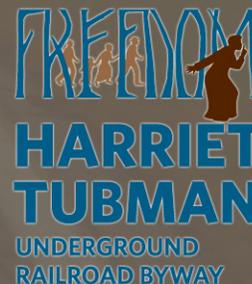
Meeting Dates and Times

Tuesday, June 19

Dover - Old State House
First Floor Courtroom
25 The Green, Dover
6:30pm - 8:00pm

Wednesday, June 20

Wilmington - Wilmington
Friends Meeting House
401 North West Street,
Wilmington
6:30pm - 8:00pm



Get Involved!

Steering Committee Invitation

Final Meeting

We are inviting you to participate in the final Steering Committee meetings for the Harriet Tubman Underground Railroad Corridor Management Plan. This meeting will provide for an opportunity to review the Gateway Concepts and the final Corridor Management Plan (CMP).

For more information, please contact:

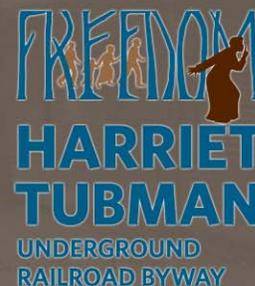
- Ann Gravatt, (302) 760-2254,
ann.gravatt@state.de.us
- Andy Nicol, (407) 875-8926,
awnicol@transystems.com

Visit our website at
www.harriettubmandelaware.com.

Meeting Date & Location

June 21, 2012
2:00pm-4:00pm

Smyrna Rest Area
on Route 13
(north of Smyrna)
5500 N. DuPont Highway
Smyrna, DE 19977



op Camden



Town of Camden

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Historic Friends Meeting House



Camden Municipal Building



Camden-Wyoming Fire Department



CAMDEN UPCOMING EVENTS:

September 30:

Holiday committee meeting

October 3:

Town Council Meeting @ 7pm

October 8:

Caesar Rodney Pride Day
9am - 2pm

November 15:

Focus Group Meeting,
Hariott Tubman Underground
Railroad Byway
@ Town Hall 6:45 - 8pm

**The 2nd Annual
Camden Festival of Lights
is scheduled for
Friday, December 2nd
at the**

**Camden Municipal Building
from 6:00 - 8:00pm**



DoverPost.com

Public workshops set for Harriet Tubman Underground Railroad Scenic Byway

By Julie Kallas

Messenger Post correspondent

Posted Jun 27, 2011 @ 07:13 PM

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Dover, Del. — The Delaware Department of Transportation (DelDOT) is promoting a series of public workshops in support of the Harriet Tubman Underground Railroad Byway (HTURB). The public workshops are a vital component to the success and effectiveness of the Corridor Management Plan (CMP) for the proposed Scenic Byway.

The Public Workshops will be held Monday, June 20 from 6 p.m. to 7:30 p.m. at the Historic Odessa Bank, 201 Main St. in Odessa; Tuesday, June 21 from 6 p.m. to 7:30 p.m. at the Camden Friends Meeting House, 122 East Camden-Wyoming Ave. in Camden; and Wednesday, June 22 from 6 p.m. to 7:30 p.m. at the Wilmington Friends Meeting House, 401 N. West St. in Wilmington.

The goals, concerns, and wishes of the Harriet Tubman Underground Railroad Byway community will be summarized and presented in the CMP and the public workshops provide the forum for gathering and summarizing these items. The public workshops will provide the public with the opportunity to ask questions and voice their concerns about the Harriet Tubman Underground Railroad Byway CMP.

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Appendix C

Sample Corridor Management Entity (CME) Bylaws

Sample of Stakeholder Advisory Committee Bylaws

**These bylaws are used courtesy of the River of Lakes Heritage Corridor Scenic Highway in the Central Florida region.*



BY-LAWS OF THE RIVER OF LAKES HERITAGE CORRIDOR SCENIC HIGHWAY CORRIDOR MANAGEMENT ENTITY

Introduction:

The Corridor Management Entity (CME) serves as the caretaker of the River of Lakes Heritage Corridor Scenic Highway by ensuring that the Action Plan is executed and that all Corridor activities are monitored and implemented in accordance with the Corridor Management Plan (CMP).

This agreement is a continuing contract and program to ensure implementation and consistency in carrying out the goals and objectives of the CMP. However, any director or entity may terminate its participation in the CME upon thirty days written notice. The CME will terminate when no party remains active.

The following by-laws entered into this _____ day of _____, year of _____, by and among the parties shown on the signature page hereto, constitute the rules and procedures adopted by the River of Lakes Heritage Corridor Scenic Highway for the regulation and management of its affairs.

ARTICLE I **ORGANIZATION**

Section 1: Name: The name of the entity is the **River of Lakes Heritage Corridor Scenic Highway Corridor Management Entity (CME)**.

Section 2: Governance: The Scenic Highway is administered by the CME, a sub-committee sponsored by the West Volusia Tourism Advertising Authority (“WVTAA” – a county authority chartered in 1987 by the State of Florida to promote tourism for the River of Lakes Heritage Corridor region) and its marketing agency, the River of Lakes Heritage Corridor, Inc., (the “Corporation” – a 501(c)(3) not-for profit corporation that strives to preserve, protect and promote the intrinsic resources of West Volusia County, Florida) The CME operates under its own by-laws and may, in the future, elect to establish itself as an entity separate from the WVTAA and the Corporation, having a separate 501(c)(3) designation.

Section 3: Designation History: U. S. Highways 17 and 17-92 as well as selected ancillary roads in Volusia County, have been designated as a “Florida Scenic Highway” by the Florida Department of Transportation. The River of Lakes Heritage Corridor Scenic Highway Corridor Advocacy Group (CAG) applied for the Florida Scenic Highway designation. Prerequisites for designation as a Florida Scenic Highway were the preparation and submittal by the CAG of a Corridor Management Plan setting forth goals and a vision for the Scenic Highway, as well as strategies to achieve such goals, and institution of a Corridor Management Entity to facilitate and monitor accomplishment of those goals. The parties hereto desire to establish the CME.

ARTICLE II **PURPOSE**

The specific and primary purpose of the River of Lakes Heritage Corridor Scenic Highway CME is to implement and maintain a Corridor Management Plan (CMP) for the River of Lakes Heritage Corridor Scenic Highway in Volusia County, Florida; to promote the preservation and beautification of the significant, historic, cultural, archaeological, recreational, scenic and natural resources along the Scenic Highway; to promote public education and protection of the intrinsic resources of the Corridor; to promote positive managed development of the Corridor and adjacent properties; to seek out and enlist the necessary resources and funding to accomplish its goals; and to serve as a vehicle for community input to express the views and desires of the public for the preservation of the intrinsic resources of the Scenic Highway.

ARTICLE III **CORRIDOR MANAGEMENT ENTITY**

The CME is responsible for the overall policy and direction of the CMP implementation, and shall oversee day-to-day activities. The CME is composed of Directors and an Executive Committee (see Article V).

Section 1: CME Directorship: The CME should include interested citizens, landowners, businesses, public land managers and government agencies within the area affected by the Scenic Highway. The Directorship shall be composed of the following individuals and organizations and each member entitled to one vote.

Citizen Directors – Shall consist of private citizens to represent users of and/or landowners along or affected by the Scenic Highway.

Corporate Directors – Shall consist of individuals representing business interests along the Scenic Highway, other Scenic Highway organizations, partners or other non-profit organizations. Corporate Directors are entitled to one representative. As a major sponsoring party of the Scenic Highway designation, the Corporation shall be entitled to one permanent seat on the CME.

Governmental and/or Agency Appointee Directors – Shall consist of one representative from entities such as:

- County of Volusia
- Town of Pierson

- City of DeLand
- City of Orange City
- City of DeBary
- City of Deltona
- City of Lake Helen
- West Volusia Tourism Advertising Authority (WVTAA)

As a major funding partner of the Scenic Highway designation, the WVTAA shall be entitled to one permanent seat on the CME.

Governmental/Agency Directors shall provide technical and/or professional advice in the area of planning, engineering, architecture, economics and/or environmental management as may be appropriate. Each representative shall serve at the pleasure of the appointing authority.

Section 2: Elections and Terms: CME Director and Officer nominations will be sought by the Governance Committee three months prior to the beginning of each new fiscal year. Elections will be held by the Directorship at a regular CME meeting one month prior to the new fiscal year. New and/or re-elected Directors and Officers shall take office upon the first day of the new fiscal year. Presentation of the duly elected CME Directorship will occur as the first item of business at the Annual Meeting of the CME.

The CME shall have up to twenty-five Directors. Directors of the first duly elected CME shall hold office for three-year, two-year and one-year terms, as determined by the Directorship through a drawing of lots following the first election as follows: one-third of the Directorship for one year; one-third for two years, and one-third for three years. Thereafter, Directors shall serve three-year terms, but are eligible for re-election.

Transferability of Directorship: CME Directorships (Citizen Directors) are non-transferable and non-assignable.

Property Rights: No Director shall have any vested rights, interest or privileges of, in or to the assets or franchises of the Scenic Highway.

Conflict of Interest: In order to assure the fairness and reasonableness of all contracts and transactions of the entity, no CME Director or Officer shall vote on any contract or other business transaction in which the Director, the Director's employer or the Director's family has a financial interest in the outcome. In the event of such a conflict of interest, the Director shall abstain from voting and such abstention shall be noted in the minutes with an identification of the Director's conflict. The Director may participate in the discussion of the issue and his/her presence may be counted for purposes of determining a quorum.

Termination of Directorship: Directorship will terminate in the CME on one of the following events:

- Receipt by the CME of the written resignation, executed by such Director or his/her duly authorized attorney-in-fact.
- The death of a Director.

- For cause inconsistent with Directorship. Any Director or officer so removed for just cause may be removed by a simple majority affirmation vote of a quorum of the CME, present in person at any regular or special meeting called for that purpose, whenever in the CME's judgment the best interest of the Scenic Highway would be served thereby. Any such Director or Officer proposed to be removed shall be entitled to appear before and be heard at such meeting, at which time he/she may present such witnesses and made such defenses as he/she shall deem advisable.
- Failure to attend three consecutive meetings without valid excuse shall constitute cause for removal from the CME.
- Engaging in any conduct that is a violation of the conflict of interest provision.
- Failure of payment of dues, if dues are charged, past December 31st of each year.
- In the case of Corporate Directorship, by voluntary or involuntary dissolution of the business, corporation, firm, partnership, organization or other business entity, the membership will be terminated.

Vacancies: Any vacancy occurring in the CME (whether occasioned by an increase in the number of Directors or otherwise) shall be filled by a vote of the majority of the remaining Directors, or by appointment in the case of a CME-chosen Governmental office or agency. These vacancies will be filled only to the end of the particular Director's term.

Section 3: Meetings: Regular meetings of the CME shall be held bi-monthly for a total of six times annually, at a minimum; the time and date shall be determined by the Directors.

Special Meetings: Special meetings of the CME, when deemed necessary, shall be called by the Chair or upon the written request of six Directors. Notices of such meetings shall be mailed or emailed to all Directors at least ten days before the scheduled date set for such meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted and who called it. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

Annual Meeting: The CME will hold an Annual Meeting after the close of each fiscal year to present an Annual Report, including the closing year's highlights, financial standing, programs and the rising year's duly elected Directorship. The Annual Meeting shall take place within two months of the close of the fiscal year.

Public Notice: Notice of all meetings, except Special Meetings, of the CME shall be given by either regular or electronic mail to each Director at least fourteen days before the date therein designated for meeting. The notice shall specify time, place and agenda for such meeting.

Public Access: All meetings of the CME shall be open to the public and in accordance with Florida's Government-in-the-Sunshine Law. Notice of the meeting shall be furnished to the local news media at least seven days before the date of the scheduled meeting. The notice shall specify the time and place for such meeting.

Quorum: The presence of a simple majority of Directors shall be necessary at any meeting to constitute a quorum to transact business. The act of a majority of Directors present at a meeting

with a quorum shall be the act of the CME. In cases where a decision is urgently necessary, the Directors or Executive Committee absent from the scheduled meeting may vote by teleconference.

Voting: At all meetings or acts of the CME with a quorum, each Director is to have one vote on each item of business. Proxy votes will not be accepted.

ARTICLE IV **COMMITTEES**

The CME may establish such committees as it deems necessary to carry out its business. The CME shall also designate temporary committees/task forces for special projects and initiatives. The CME Chair appoints all committee chairs.

Section 1: Permanent Committees: At a minimum, the CME shall maintain an Executive Committee and committees for Governance, Finance and Fundraising.

Executive Committee: The CME Directors shall have power to elect an Executive Committee composed of four Officers: Chair, Vice-Chair, Secretary, Treasurer. The Executive Committee shall have and exercise the authority of the Directorship in the management of the business of the Scenic Highway between meetings of the CME, subject to the direction and control of the CME, and it shall reply to all Federal and Florida DOT requests.

Governance: Presents a slate of eligible CME Director and Officer candidates at a CME meeting three months prior to the election. The Governance Committee also reviews the by-laws annually or as needed to meet changing conditions.

Finance: The Treasurer of the CME is chair of the Finance Committee, which is comprised of three additional CME members to include a representative of the Corporation. The Finance Committee is responsible for developing and reviewing fiscal procedures and the annual budget. The CME must approve the budget, and all expenditures must be within the budget. The CME or the Executive Committee must approve any major change in the budget. The fiscal year shall be October 1-September 30.

Fundraising: Enlists individuals to develop, oversee and update an annual fundraising plan, to write grants, pursue partnerships and project sponsors, and to plan fundraising activities of the CME.

Section 2: Other Committees: The CME may, at its discretion, appoint such other committees as may be necessary, including but are not limited to:

Corridor Advocacy Group: Develops methods to increase the advocacy group and volunteers of the Scenic Highway; insures that advocates of the Scenic Highway are kept informed of future activities; and maintain an up-to-date volunteer information list; enlists individuals to stimulate interest and notify supporters of the activities of the CME.

Education and Awareness: Develops and implements education programs to promote a better understanding of the Scenic Highway and to increase the community's awareness of its cultural heritage and intrinsic resources, including a speakers program and the utilization of the local media; welcomes guest speakers; promotes the knowledge of the Scenic Highway within the community through related programs and activities; oversees the construction and placement of interpretive signage and informational kiosks.

Projects: Oversees the execution of all projects listed in the CMP; identifies, creates and records any additional projects generated by the implementation of the CMP; ensures the implementation of projects are accomplished in accordance to the Action Plan.

Publicity and Marketing: Develops and implements strategies to promote the Scenic Highway; disseminates information to the community and public at-large by announcing upcoming meetings and activities with local news media; designs and distributes educational and promotional brochures; updates website; serves as the custodian of the CME's archive; documents the year's activities in written and pictorial form in an annual scrapbook.

ARTICLE V **EXECUTIVE COMMITTEE**

Section 1: Chair: The Chair shall be selected from and elected by the CME Directors, shall preside over all meetings of the CME, and shall oversee the general management of the business of the CME. The Chair shall be one of the authorized signatories for the CME.

Section 2: Vice-Chair: The Vice-Chair shall have and may exercise the duties and responsibilities of the office of the Chair during the absence of the Chair or in the event of his/her inability to act. The Vice-Chair shall have any other duties, responsibilities, and powers, as the CME shall determine.

Section 3: Treasurer: The Treasurer shall oversee all financial affairs of the CME, including oversight of the books and records, preparing regular written financial reports and annual year-end reports. The Treasurer shall be an authorized signatory. The Treasurer shall have any other duties, responsibilities, and powers, as the CME shall determine.

Section 4: Secretary: The Secretary records and obtains minutes from all meetings and shall make such minutes available for inspection by members of the CME or the general public, as necessary. Per Florida's Government-in-the-Sunshine Law, the Secretary shall give all notices required by statute, including notice of annual membership and board meetings. The Secretary shall have the responsibility of reviewing and certifying election results by a procedure outlined and adopted by the CME. The Secretary shall have any other duties, responsibilities, and powers, as the CME shall determine.

Transfer of Authority: In case of the absence of any officer of the CME, or for any other reason that the Directors deems sufficient, the CME may transfer the powers of duties of that officer to any other officer or any Director or employee of the Scenic Highway, provided a majority of the full Directorship concurs.

ARTICLE VI
SPECIAL CORPORATE ACTS

Negotiable Instrument, Deeds and Contracts: All checks, drafts, notes, bonds, bills of exchange and orders for the payments of money of the CME above \$100 in value, and all deeds, mortgages and other written contracts and agreements to which the CME shall be a party, shall, unless otherwise directed by the Board of Directors, or unless required by law, be signed by any two of the following officers who are different persons: president, vice-president, treasurer or designated employee.

Dissolution of the CME: Upon the dissolution of the CME, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or by Volusia County government for the preservation and beautification of the River of Lakes Heritage Corridor Scenic Highway.

Limits of Financial Obligations: No part of the net earnings of the CME shall inure to the benefit of, or be distributable to the members or officers, except that the CME shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE VII
LOCAL SUPPORT

Section 1: Corridor Advocacy Group: The CME shall maintain a Corridor Advocacy Group (CAG) consisting of local supporters and volunteers. No dues will be collected initially; however, the CME may, at a later date, convert the CAG to a General Membership Program, which might include the collection of annual dues for the support of general operations and special programs.

Section 2: Partnerships: The CME will enter into formal or informal partnership agreements with various partners to implement the CMP. Partnerships may be long term or activity-specific in nature.

ARTICLE VIII
NON-DISCRIMINATION

In all matters pertaining to the operation of the Scenic Highway, including the selection and appointment of Directors and Officers, the employment of staff, the provision of services to eligible persons and the conduct of the Scenic Highway business, the Scenic Highway, its Directors, Officers, agents and employees shall not discriminate against any person on account of age, race, sex, religion, national origin or physical or mental impairment.

ARTICLE IX
FISCAL YEAR

The fiscal year of the Scenic Highway shall be October 1 – September 30.

ARTICLE X
DUES AND FINANCES

At this time, the CME collects no special dues from its Directors or Corridor Advocacy Group.

The CME shall not incur any indebtedness on the part of the Scenic Highway in excess of the money in the hands of the Treasurer, unless such indebtedness shall be first authorized at a general membership meeting and subsequently authorized by a two-thirds majority vote of the CME Directors.

ARTICLE XI
RULES OF ORDER

The current "Robert's Rules of Order" shall be the parliamentary authority for all meetings and matters of procedure specifically covered by these by-laws.

ARTICLE XII
AMENDMENTS TO BY-LAWS

The CME may make, amend, revise, alter or rescind these by-laws, from time to time, in whole or in part, by a majority vote.

We, the undersigned, hereby certify that the foregoing by-laws were duly adopted by the River of Lakes Heritage Corridor Scenic Highway CAG at a meeting duly held and called on the _____ day of _____, 20____.

By: _____, Chair
Date: _____

Attest: _____, Co-Chair
Date: _____

06-13-08

Sample of Stakeholder Advisory Committee Agreements

River of Lakes Heritage Corridor Scenic Highway Corridor Management Entity Agreement

THIS AGREEMENT is made and entered into on the _____ day of _____, 200X by the River of Lakes Heritage Corridor Scenic Highway Corridor Advisory Group (“CAG”) and the County of Volusia, City of DeBary, City of DeLand, City of Deltona, City of Lake Helen, City of Orange City, Town of Pierson and the West Volusia Tourism Advertising Authority, hereinafter collectively referred to as “Member Entities.”

THEREFORE, in consideration of the above premises and the mutual covenants and agreements set forth herein, the Member Entities agree as follows:

- 1. Recitals:** U. S. Highways 17 and 17/92 as well as selected ancillary roads in Volusia County have been designated as a “Florida Scenic Highway” (the “Scenic Highway”) by the Florida Department of Transportation. In January 2009, the River of Lakes Heritage Corridor Scenic Highway Corridor Advocacy Group (“CAG”) intends to apply for the Florida Scenic Highway Designation. Prerequisites for designation as a Florida Scenic Highway are preparation and submittal by the CAG of a Corridor Management Plan (“CMP”), setting forth goals and a vision for the Scenic Highway, as well as strategies to achieve such goals, and institution of a “Corridor Management Entity”.
- 2. Creation:** There is hereby created the River of Lakes Heritage Corridor Scenic Highway Corridor Management Entity (“CME”), which shall initiate, coordinate and monitor plans, strategies, programs and events set forth in the River of Lakes Heritage CMP in accordance with section 335.093, Florida Statutes and Rule 14-15.016, F.A.C..
- 3. Directorship:** It is desired that the CME include interested and affected citizens, landowners, businesses, public land managers and government agencies within the area benefited by the Scenic Highway.

The CME shall constitute up to twenty-five voting directors as follows:

- I. Private Citizens
- II. Business Representatives
- III. Member Entities

Each of the Member Entities shall be entitled to one (1) directorship and each shall be appointed and serve at the pleasure of their respective governing bodies. Private citizens and business representative directors shall be entitled to one (1) directorship and will be elected for their first term by the CAG, and thereafter by the CME. Directorship terms shall be for a period of three years. Upon expiration of the terms, the directors shall elect individuals for a succeeding term.

The CME shall adopt such by-laws and organizational rules as shall be necessary or appropriate for the organization of the CME, consistent with provisions hereof, including, as appropriate,

provision for the formation of committees, the election of a Chairperson, Vice-Chairperson, Secretary and Treasurer and retention of employees or independent contractors.

CME directors may cooperate to provide planning and engineering resources necessary to implement the CMP. Nothing herein shall obligate a Member Entity to provide said resources. In addition, the CME shall keep and maintain all public records of the CME in accordance with Chapter 119, Florida Statutes.

4. **Meetings:** All meetings of the CME shall be conducted as duly noticed public meetings pursuant to the requirements of Section 286.011, Florida Statutes.

5. **Termination:** Any Member Entity may dissolve its participation in the CME and terminate this Agreement with a thirty (30) day written notice to the remaining Member Entities in advance of the termination. The CME will terminate when no Member Entity remains a party to this Agreement.

6. **Intent:** Nothing contained herein shall constitute the adoption of the provisions of the CMP as a law, regulation or ordinance of any public body; nor shall obligate any Member Entity to expend any monies or resources to fulfill the purposes of this Agreement or any other activity of the CME. Land management planning decisions, directions, budgeting and implementation of the public lands within the Scenic Highway are the responsibility of the individual public agencies and shall not be subject to any direction of the CME.

7. **Effective Date:** The CME shall exist upon rendition of written notice of designation approval in accordance with Rule-15.016, F.A.C.

IN WITNESS WHEREOF, the undersigned have executed the Agreement as of the day and year written above.

SIGNATORIES

Chair – Corridor Advocacy Group Date

County of Volusia Date

City of DeBary Date

City of DeLand Date

City of Deltona Date

City of Lake Helen Date

City of Orange City Date

Town of Pierson Date

West Volusia Tourism Advertising Authority Date

Appendix D

HTURB Steering Committee List

(as of June 2012)

Harriet Tubman Underground Railroad Byway, Delaware
Corridor Management Plan (CMP) - Steering Committee Contact List

Last Name	First Name	Agency/Affiliation	Title	Street Address	City	State	Zip
Altevogt	Charles	Citizen - Camden/Wyoming Historic Society					
Ames	David	University of Delaware	Director, Center for Historic Architecture and Design	332 Alison Hall	Newark	DE	19716
Blakey	Don	State Representative					
Boyce	Marco	Delaware Department of Transportation	Program Manager	800 Bay Road	Wilmington	DE	
Brenchley	Elaine	Delaware Department of Natural Resources, Division of State Parks, First State Heritage Park	Park Administrator	102 S. State Street	Dover	DE	19901
Chura	Mark	Delaware Greenways	Executive Director	1910 Rockland Road	Wilmington	DE	19803
Decker	Annamay	Delaware Department of Transportation	DelDOT Representative	800 Bay Road	Dover	DE	19901
Fisher	Judy	Delaware Historical Society		7 Weir Circle	Middletown	DE	19720
Gravatt	Ann	Delaware Department of Transportation	State Byways Coordinator	800 Bay Road	Dover	DE	19901
Greene	Jeff	Delaware Greenways	Planner	P. O. Box 2095	Wilmington	DE	19899
Haggerty	George	New Castle County		87 Reads Way	New Castle	DE	
Henry	Gloria	Museum/Historic Site Interpreter (Dickinson Plantation)	Interpreter	340 kits Hammock Road	Dover	DE	19901
Hugg	David	Town of Smyrna	Town Manager	P. O. Box 307	Smyrna	DE	19977
Krawitz	Robin	Historian					
Laing	Bev	Underground Railroad Coalition of Delaware, Division of Historical and Cultural Affairs	Manager of Historic Sites	25 The Green	Dover	DE	19901
Lewis	Patricia	Researcher/Historian					
Loehr	Scott	Delaware Historical Society	CEO	505 N. Market Street	Wilmington	DE	19801

Last Name	First Name	Agency/Affiliation	Title	Street Address	City	State	Zip
Lukezic	Craig	Delaware Division of Historical and Cultural Affairs	Travis	21 The Green	Dover	DE	19901
Martin	Debra	City of Wilmington/ Underground Railroad Coalition of Delaware	Historic Preservation Planner	800 French Street	Wilmington	DE	19801
Parkowski	Linda	Delaware Development Office of Tourism	Director	824 N. Market St, Suite 610	Wilmington	DE	19801
Perez	C. Edwin	Main Street Dover (Downtown Dover Partnership)	Downtown Coordinator	101 West Loockerman Street, Suite 1A	Dover	DE	19904
Phelps	Willis	Citizen/Interpreter					
Sheppard	Jeremy	Kent County	Interim Assistant Director	555 Bay Road	Dover	DE	19901
Small	Cindy	Kent County Tourism	Executive Director	435 North DuPont Highway	Dover	DE	19901
Truppi	Carol	Consultant to DeDOT	Scenic Byway Advisor	6006 Anniston Road	Bethesda	MD	20817
Vinc	Janet	Town of Smyrna	Manager of Planning and Zoning	27 S. Market Street Plaza	Smyrna	DE	19977





FREEDOM
HARRIET
TUBMAN
UNDERGROUND
RAILROAD BYWAY

