



The Circuit Coalition – Basic Governance Framework

Circuit Coalition Structure

The Circuit Coalition was created to coordinate and advocate for the completion of the Circuit, Greater Philadelphia's Regional Trail Network.

The Coalition was created in follow up of successful collaborative efforts amongst multiple organizations, which working closely were able to secure a \$23 million USDOT TIGER grant in 2009 and create the DVRPC Regional Trail Fund in late 2010. Despite the success of these efforts, or probably more accurately because of the success of these efforts, a need for an ongoing collaboration was identified (instead of the previous haphazard or opportunistic collaborative efforts).

The Coalition partners worked together for over a year to coordinate the official creation of the Circuit, which was defined as 750 miles of multi-county, multi-state, connected trails; and of the Circuit Coalition, which is composed of over 35 members.

Finally, a GIS mapping and cost estimating analysis were performed by the DVRPC to determine what the ultimate cost of completing the network would be - \$250 million over 20 years, or \$12.5 million per year.

The Circuit Coalition was officially created at a ceremony held at Schuylkill Banks in Philadelphia on May 31, 2012 – attended and supported by Philadelphia Mayor Michael Nutter, DVRPC Executive Director Barry Seymour and DVRPC board members and County representatives, supporters from the business and foundation communities, and every Circuit member organization.

Current Circuit Coalition members are listed at the end of this document

The Circuit Coalition also saw the need for a more focused steering committee and governance structure. This document is the coalition's first attempt at creating a governance structure and document. The subsections below describe the basic principles of governance for the coalition.

Process to become a Member Organization:

Organizations interested in joining the Circuit Coalition should have some kind of connection with multi-use trails that accommodate all types of users in the nine counties of the Greater Philadelphia Region in PA and NJ. Organizations outside this area can



still submit a request, but must demonstrate their connectivity and relevance to the 750 miles of trails that have been already mapped.

The procedure for joining shall work as follows:

- 1) Organizations submit a written request to the Circuit Steering Committee on official organization letterhead.
- 2) The Steering committee will analyze it and take it to the overall members for consideration.
- 3) Upon analysis, the request might be approved or additional information requested from the applicant organization.

Benefits and Responsibilities of Member Organizations:

Coalition membership will have multiple benefits for member organizations. A few of these benefits include:

- 1) Each Member Organization will have up to date access to the latest Federal, state, and regional trail funding information, and will help direct the campaign to raise the funding goal of \$12.5 million per year for 20 years
- 2) Each Member Organization will receive one single vote to select the members of the Circuit Coalition Steering Committee and on other votes brought to the membership by the Steering Committee
- 3) Each Member Organization will be able to make nominations to the Steering Committee
- 4) Each Member Organization will receive access to the “back end” of the ConnecttheCircuit.org website, which will be the central clearinghouse for mapping trips and posting trail event information and trail-related blog postings
- 5) Each Member Organization will be able to assist the Steering Committee and state and regional governmental agencies in identifying trail development priorities
- 6) As part of the Circuit Coalition, each Member Organization will have unmatched access to the leaders in regional trail development, and to multiple other networking opportunities
- 7) No annual membership renewal is necessary.
- 8) Finally, All Member Organization employees will be eligible to participate in Circuit Coalition events and meetings – even those not formally open to the general public.

Each member organization will have the following responsibilities:

- 1) Exhibit and promote the Circuit logo and the organization’s participation in the Circuit Coalition, including by posting the Circuit logo and map on the



- organization's website, by writing articles and blog entries about the Circuit, and by performing presentations about the Circuit
- 2) If the organization plans, designs, engineers, or builds segments of trails within the Circuit, it shall include the Circuit logo and a mention of the Circuit in all project communications to the public and in signs at construction sites that are provided by the Circuit Coalition.
 - 3) Cooperate with the Steering Committee in implementation of the Strategic Goals and Action Items that are selected by the Steering Committee each year
 - 4) Serve as a point person or member of one or more of the strategy subcommittees, depending on area of expertise and interest.

Removal of Organization from Membership

A Member Organization shall remain in good standing with the Coalition unless an issue of concern is brought to the attention of the Steering Committee. If an issue is brought up, the Member Organization shall receive the opportunity to present their point of view at a subsequent Steering Committee meeting; and receive guidance from the Steering Committee on how to correct the issue. If the issue persists, the Steering Committee can recommend exclusion of the organization from membership. The Member Organization will remain officially a member of the Coalition until, after a 30-day comment period, it is excluded by a majority vote of the membership.

Steering Committee of Coalition:

The Steering Committee (SC) will be composed of 12 members, each with a single vote. The SC shall have a balance between different types of organizations, including:

- 1) At least 3 members from an organization based in PA or NJ
- 2) At least 3 members to represent trail-building and trail-management organizations
- 3) At least 2 members to represent trail-funding organizations

Furthermore, the SC members shall represent as best as possible a geographic balance of the many different components of the Circuit.

The 2014 members of the Steering Committee are:

- (Chair) Sarah Clark Stuart, representing the Bicycle Coalition of Greater Philadelphia (2014)
- (PA Vice-Chair) Patrick Starr, representing the Pennsylvania Environmental Council (2014)
- (NJ Vice-Chair) Matt Norris, representing the Tri-State Transportation Campaign (2014)



- Elissa Garofalo, representing the Delaware & Lehigh Heritage Area (2014)
- Karen Thompson, representing the Delaware River Waterfront Corporation (2014)
- Tom Sexton, representing the Rails-to-Trails Conservancy (2014)
- Chris Jage, representing the New Jersey Conservation Foundation (2014)
- Jacob Gordon, representing the Coopers Ferry Partnership (2014)
- Andy Hamilton, representing the East Coast Greenway Alliance (2015)
- Bob Thomas, representing the Philadelphia Parks Alliance (2015)
- Maitreyi Roy, representing Bartram's Garden (2015)
- Kay Sykora, representing the Schuylkill Project/Manayunk Development Corporation (2015)

Advisors:

- Andy Johnson, representing the William Penn Foundation
- Chris Linn, representing the Delaware Valley Regional Planning Commission
- Jeffrey Knowles, representing PA Dept. of Conservation & Natural Resources

The Chair and Vice-Chairs of the Steering Committee shall be responsible for advancing the interests of the Circuit Coalition; for convening a monthly meeting / conference call for the Steering Committee; for maintaining communications with the overall Coalition membership; and for convening the full membership meeting on a regular basis.

At the January 2014 meeting, the Steering Committee elected as Chair and Vice-Chairs for 2014: Sarah Clark Stuart from the Bicycle Coalition of Greater Philadelphia, Patrick Starr of Pennsylvania Environmental Council and Matt Norris of Tri-State Transportation Campaign.

Process to become a member of the Steering Committee:

The Steering Committee members are elected from among the membership once a year, in the fall. Their terms start in January and last for two years. The dates at the end of each member indicates that their term expires in December of that year.

The election of the forthcoming Steering Committee is held by a nomination committee that is appointed by the Steering Committee in September of the preceding year.

In 2014, four members of the Steering Committee members have two year terms and 8 members have one year terms.

At the day of the vote, each Coalition Member Organization shall have one single vote.



Calendar of Meetings:

Steering Committee Meetings:

The Steering Committee shall meet in person at least on a monthly basis on the 2nd Thursday of every month. On an occasional or extraordinary times, the meeting might be scheduled as a conference call instead. But the goal is to have face-to-face meetings so that better coordination amongst member organization takes place. Dates for meetings in 2014 have been selected as follows:

January 16, 2014

February 20, 2014

March 20, 2014

April 17, 2014

May 15, 2014 (Semi-Annual Meeting)

June 19, 2014

July 17, 2014

August 21, 2014

September 18, 2014

October 16, 2014

November 20, 2014 (Semi-Annual Meeting)

Sub-Committees:

Currently, three sub-committees exist:

Health Sub-committee



Youth Sub-committee
Marketing & Tourism Sub-committee

Sub-Committee meetings can take place at the discretion of the Steering Committee. However, all Sub-Committees and Sub-Committee members shall be responsible for briefing the full Steering Committee on their activities and action items at the next available full Steering Committee meeting.

Current CIRCUIT Member Organizations, April 2014:
(organization name & web address)

- 1 [Appalachian Mountain Club](#)
- 2 [Association of New Jersey Environmental Commissions](#)
- 3 [Bartram's Garden](#)
- 4 [Bicycle Coalition of Greater Philadelphia](#)
- 5 [Brandywine Conservancy](#)
- 6 [Chester Valley Trail Funding Project](#)
- 7 [Clean Air Council](#)
- 8 [Cooper's Ferry Partnership](#)
- 9 [D&R Greenway Land Trust](#)
- 10 [Delaware and Lehigh Heritage Corridor](#)
- 11 [Delaware River City Corporation](#)
- 12 [Delaware River Waterfront Corporation](#)
- 13 [Doylestown Community Bike & Hike System](#)
- 14 [East Coast Greenway Alliance](#)
- 15 [East Falls Development Corporation](#)
- 16 [Friends of Chester Valley Trail](#)
- 17 [Friends of Cynwyd Trail](#)
- 18 [Lawrence Hopewell Trail Corporation](#)
- 19 [Manayunk Development Corporation](#)
- 20 [New Jersey Bike & Walk Coalition](#)



21	New Jersey Conservation Foundation
22	New Jersey Safe Routes to School National Partnership
23	Outward Bound
24	Pennsylvania Environmental Council
25	Philadelphia Parks Alliance
26	Rails to Trails Conservancy
27	Scattergood Foundation
28	Schuylkill Project
29	Schuylkill River Development Corporation
30	Schuylkill River Heritage Area
31	Schuylkill River Park Alliance
32	Southeastern PA Group of the Sierra Club
33	Tookany/Tacony Frankford Watershed Partnership
34	Tri State Transportation Campaign
35	Urban Promise
36	William Penn Foundation