Group Norms Guidelines:

1. Ground Rules

   1. We will stumble forward! As a group we are all still learning and are bound to make mistakes, but we are here to support each other and improve.
   2. For each discussion, participants will raise their hand and wait to be called on.
   3. Listen actively -- respect others when they are talking.
   4. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you"), but be cautious as this group is full of mandatory reporters. If you do not want to have any specific experience reported but would like to discuss it, use a hypothetical as an alternative.
   5. Maintain confidentiality. All stories shared in this space stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting. (Mandatory reporting is the only exception)
   6. Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
   7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   8. The goal is not to always agree -- it is to gain a deeper understanding.
   9. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks -- focus on ideas and problems rather than people.
   10. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.

2. Making decisions as a group

For making decisions, the group will discuss and use the majority vote (if in breakout rooms, then each breakout room can have its own majority consensus)

3. Pod member roles and responsibilities

   Pod Leader Roles

   1. Take notes as needed, especially in discussions of deliverables
   2. Upload deliverables to the URGE website
   3. Schedule meetings with organization/institution leadership as needed.

   Weekly Leader Roles (rotates, pod leaders will sub in as needed)

   1. There will be two leaders each week.
   2. On the Monday of our meeting, leaders will be sending out an email to send out a draft for the deliverable that is due that Friday (the draft can be very bare bones)
      1. Ask pod members to contribute to the deliverable before the pod meeting.
   3. The leaders will come prepared with some discussion questions to lead in two break out rooms.
1. Ideally, the leaders will share discussion questions beforehand so that the group is ready to talk.

4. During the main session with all participants, one leader will be in charge of monitoring the chat and raised hands, and the other leader will be the main moderator speaking in the discussion.

5. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)