Pod Guidelines

Drafted on Jan 29, 2021
by the attendees of the pod meeting and reviewed/approved by all pod members

Note: these guidelines are designed to facilitate open and safe discussions during individual pod meetings and are subject to changes in the future.

Ground rules

The following ground rules have been adapted from the examples provided in the deliverable instructions, with additional rules proposed by pod members in blue.

1. Listen actively -- respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. 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.
4. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else’s story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree -- it is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   a. Camera or audio On/Off is up to the individual (zoom world).
8. Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
9. 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.
   a. Everyone will review the written deliverables -- which are to be submitted to the URGE website and shared with the public -- by an agreed upon deadline.
10. Practice the “Step up, Step up” principle: if you are speaking a lot, step up your listening; if you are listening a lot, step up your speaking.
11. Everyone has the right to call a “STOP” to the conversation and/or “PASS” at any prompt or discussion, with no questions asked.
Making decisions as a group

From the instruction: Each pod needs to decide how you want to make decisions as a group. This will be relevant during the formation of deliverables, reporting back to the larger URGE group on activities, etc. Do you want to go with group consensus (https://www.seedsforchange.org.uk/shortconsensus)? A majority vote? Make sure the group discusses these decisions before beginning on deliverables.

- Our aim is to have group consensus on any decisions we make as a group; however, in order to ensure that we have discussions and deliverables in a timely manner, we will agree on a certain deadline by which suggestions to edit the content of our deliverables are made.
- We agree to review the final draft of the deliverable by 5 pm EST on the due date for the deliverable submission. We understand that, while the submitted deliverables are meant to be interpreted as drafts and work in progress, the submitted content will become available to the public.
- Should any pod member have suggestions for changes after the submission, they should feel free to bring them to the pod leader (Jeemin Rhim).

Pod member roles and responsibilities

From the instruction: How you organize your pod is up to you, however, the group needs to make roles and responsibilities clear. Here is a list of recurring tasks that need to be assigned to a group member. When assigning tasks, please keep in mind that white women and people of color are more often asked to do ‘secretarial’ tasks than white men. Feel free to rotate tasks, as long as it’s clear who is responsible for each task during each unit (two weeks).

1. Schedule meetings (use when2meet, doodle, etc to make this easier!) -- Jeemin
2. Take attendance (important for accountability) -- Self report / sign-in in the google doc.
3. Take notes as needed, especially in discussions of deliverables
4. Upload deliverables to the URGE website -- Jeemin
5. Schedule meetings with organization/institution leadership (Week X) -- Jeemin
6. 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.)
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings

The pod leader (Jeemin) will be in charge of handling tasks #1, #4 and #5. Rest of the responsibilities will be divided up among pod members on a voluntary basis, using the sign-up table below. “Discussion leader(s)” are responsible for reading the instructions for the deliverable for a given session and preparing a rough draft of the deliverable prior to the pod
discussion. This may involve doing additional reading on the supplemental reading materials for
the session. The draft can be used as a starting point of discussion and will be further revised
by all pod members during the discussion.

Sign-Up table (in progress as of 1/29/21)

<table>
<thead>
<tr>
<th>Session # (Date)</th>
<th>Discussion leader(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Racism and Definitions (1/18 - 1/29)</td>
<td>Jeemin</td>
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<tr>
<td>2) Racism and Individuals (2/1 - 2/12)</td>
<td>Bailey and Beverly</td>
</tr>
<tr>
<td>3) Racism and History (2/15 - 2/26)</td>
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<tr>
<td>4) Racism and Justice (3/1 - 3/12)</td>
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<td>5) Racism and Accessibility (3/15 - 3/26)</td>
<td>Justin</td>
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<td>6) Racism and Inclusivity (3/29 - 4/9)</td>
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<td>7) Racism and Self Care (4/12 - 4/23)</td>
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<tr>
<td>8) Racism and Accountability (4/26 - 5/7)</td>
<td>Wil</td>
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