URGE Cordillera Pod Standards

Ground Rules
We accept and maintain the nine ground rules proposed and explained by the URGE deliverable guide for establishing ground rules:

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!)
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.

In addition to these ground rules, we also came up with the following for Zoom conversations:

1. If technological disconnects occur, active discussion should be paused until the person can return.
2. In the event of conflict-based disconnection, give people time to reflect, calm down, and return to the conversation.
3. Any member of the group can call a majority-based vote to table a discussion if it's becoming unproductive at that time.
4. Use the raise/lower hand icons to draw attention before speaking in most situations, or physically do so on-screen.
5. Due to decentralized locations of participants, sharing deliverables and outcomes of events is allowed, but maintaining confidentiality of people in stories is crucial.

Decision making
We will be using the concept of “living documents” for decision making for deliverables and documents. As some of our members may not be able to attend all meetings, all meeting notes and interview notes are freely shared among the group through our Microsoft Team, and deliverables may be commented on, and edited, up until the deliverable is submitted.

Most all decisions will be based on consensus-reaching via discussion outside of discussion-tableing votes mentioned in the Zoom call rules.

Roles and Responsibilities
As of January 27th, 2021, the following roles and responsibilities were assigned:

- Blaire Voss: leadership and communication responsibilities with URGE, sending out twice-a-week emails in case Microsoft Teams fails
- Grant Shimer: attendance and note taking, some draft-writing
- Claire Friedrichsen: online polls for meeting times/days, Zoom room hosting (for now)

**Statement of Permanent Living Document for Pod Standards**

As the sessions go on, changes to availability for pod members may fluctuate depending on life circumstances and emergencies. Aside from Blaire Voss maintaining a leadership position, any and all pod participants may step up to take on the responsibilities of another pod member in the event of an emergency, and any pod member may request that their roles and responsibilities be taken on by someone else. The needs of the pod may change depending on how fit these initial rules and responsibilities are, and as a pod we have agreed to discuss changes to pod standards before they occur.