



Our 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. Give constructive feedback. 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. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
5. Recognize and, when possible, thank someone for acknowledging their mistakes.
6. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice. Use break-out rooms divided by hierarchy (postdocs choose) to start discussion; then regroup to have a larger discussion.
7. Be cautious about invalidating someone else's experience by comparing to your own experiences or putting your own spin on their story.
8. The goal is not to always agree -- it is to gain a deeper understanding.
9. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!). Turn your microphone+video off if an emergency comes up but also be aware that everyone's lives are complex right now. Let's be kind to each other.
10. 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. However, assume that any gender/sexual harassment stories shared to a professor will likely have to be reported. Professors need to stop and offer to leave the zoom room if stories approach these topics.
11. If a group member witnesses one of the above rules being broken, that group member will use gently remind them about our rules focusing on what was said/done not person. This can be using Zoom "raise hand" or wait until person is done speaking.

Decision-making plan

We will use group consensus for group-related agreements. We will use majority vote for deliverables.

Division of work plan

Items:

1. Schedule meetings (use when2meet, doodle, etc to make this easier!) – Jena & Selena

2. Take attendance (important for accountability) – Jena & Selena
3. Take notes as needed, especially in discussions of deliverables – We will use a Google Drive folder to share summary of discussion that's been approved by group. Sub-groups will assign note-takers each time. Personal stories should not be included; summary should only include final thoughts and points on deliverables.
4. Upload deliverables to the URGE website - Jena
5. Schedule meetings with organization/institution leadership (Week TBD)
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.) – All of us as needed for producing deliverables.
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings – 2 people from each meeting time (4 each deliverable) will volunteer to draft deliverables and then send out draft for feedback to group. We will solicit sign-ups for note-taking & drafting deliverables.