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## NMNH Paleobiology Pod Guidelines

*This is a set of guidelines and group norms for the NMNH Paleobiology Pod that have been agreed upon by the pod members. It is **each participant's responsibility** to make the NMNH Paleobiology Pod a comfortable space for everyone. This applies to our pod discussions and beyond.*

### 1. Code of Conduct/Ground Rules

*Participants in the NMNH Paleobiology Pod agree to uphold the following code of conduct throughout the course of the URGE program to create a safe, inclusive, and positive environment of participation and learning.*

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.

#### Examples of good conduct

- Use welcoming and inclusive language
- Be respectful of different viewpoints and experiences
- Gracefully accept constructive criticism
- Show courtesy and respect towards other participants

#### Examples of inappropriate conduct

- Harassment, intimidation, or threats in any form (including microaggressions)
- Written or verbal comments which have the effect of excluding people on the basis of membership of any specific group
- Recording or sharing the pod members' private communication without consent

### **Consequences of inappropriate conduct**

Anyone asked to stop inappropriate behavior is expected to comply immediately. Depending on the severity and/or frequency of inappropriate behavior, instances of misconduct may result in being asked to leave the pod and/or be reported to appropriate supervisors.

## **2. Decision Making**

In instances when decisions need to be made as a group (e.g., formation of deliverables, reporting back to the larger URGE group, meetings with those in leadership roles, etc.), a majority vote will be used. Items like deliverables will be discussed within the group prior to any decisions.

## **3. Pod Member Roles and Responsibilities**

*The pod will be structured with the goal of engaging all pod members and leveling any power dynamics through shared responsibilities.*

### **Pod leader**

- Serve as the main point of contact between URGE and the pod
- Schedule and host meetings via Zoom
- Submit files to the URGE website (e.g., updates to pod membership, deliverables) to avoid sending duplicate deliverables files. Deliverables will not be submitted until discussed and agreed upon by the pod.

### **All Pod participants**

*All participants should participate in the following to the best of their ability*

- Read the assigned paper(s) and watch the interviews for each session
- Participate in discussions of papers, interviews, and deliverables
- Assist with development of deliverables. Each person should aim to help develop deliverables for at least one session over the course of the program. A google sheet will be shared to coordinate sign-up.
- Read supplemental articles/materials for deliverables as needed (i.e, 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.)

### **Additional tasks**

*These can be rotated as needed as long as it's clear who is responsible for each task. A google sheet will be shared to coordinate scheduling and sign-up for additional tasks.*

- Take attendance
- Take notes as needed, especially in discussions of deliverables
- Schedule meetings with organization/institution leadership