

**Pod Group Guidelines and Norms**  
**Natural Capital Project, URGE Session 1, Deliverable 1**  
**January 29, 2021**

These are the guidelines and norms our pod will use to ensure a safe, inclusive environment to discuss difficult and potentially controversial issues, as well as to promote active and equitable engagement by all members of the pod.

### **Ground Rules**

- Listen actively -- respect others when they are talking.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
- 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.
- Participate to the fullest of your ability -- community growth depends on the inclusion of
  - every individual voice.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
- Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- 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.
- Make space in the group to allow others to talk, especially if you are often talking. Conversely, if you often don't talk, challenge yourself to talk more often
  - "Awkward silence is an opportunity to breathe"
  - Provide an opportunity at the end of a conversation for people who haven't spoken to speak
- Don't expect someone to speak on behalf of an entire group, allow people to share their own thoughts

### **Decision-Making Process**

The pod will use Consensus decision-making [Short guide to consensus decision making](#)  
We can use Fist to Five indication for consensus on a particular proposal (hold up a hand with 0-5 fingers):

3s and above = pass (3 = you want to state your reservations)

If there are any 2s or below, the consensus does not pass.

## **Roles and Responsibilities**

Each participant in the pod will volunteer to lead a session. This consists of scheduling the meeting (standing meeting unless time conflicts arise), creating an agenda, and facilitating the meeting

Roles:

- Schedule meeting - standing bi-weekly meeting Thursdays at 12:00 - 1:30
- Create Agenda
- Facilitate meeting
- Take attendance (important for accountability)
- Take notes as needed, especially in discussions of deliverables
- Schedule meetings with organization/institution leadership --- it is expected that these meetings will be attended by multiple people in the pod, not just a single person
- 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.)
- Draft deliverables and share with pod for review/edits/discussion at the pod meetings
- Upload deliverables to the URGE website

Pod members have a responsibility to participate as fully as they are able in the pod activities and support the work of other members. This includes the following responsibilities:

- Attend pod meetings (1.5 hours every other week) or let pod know of your expected absence
- Complete readings, including URGE deliverable descriptions, and watch the interviews prior to pod meetings
- Draft, edit, and/or review deliverables and provide feedback (even if it is no comment/no changes) before the deliverable date
- Volunteer for various rotating roles, including leading one session