



UCI Earth System Science URGE pod

Deliverable 1: Pod Guidelines

Pod Structure and Decision-Making Methods

- Volunteer based teams responsible for facilitating the two-week sessions and deliverables
 - Ensuring a mix of grad students/postdocs/faculty
 - Specific roles identified (ex. institutional resource advisor, coordinator, and feedback gatherer, note-taker, etc.)
- Consensus decision-making in terms of what we submit

Our Pod's Rules:

- Leave your title at the door (except when it is relevant for enacting change)
- Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended
- Be fully present, listen actively
- Silence is okay and important; it opens up a safe space for more hesitant members to feel able to participate
- Avoid additional stress in a period that is already so stressful
- Be respectful of time (meetings start and end on time, help each other with offline work, etc.)
- Be explicit about the ground rules for being recognized to speak over zoom (ex. session host recognizes people to speak after they have used the zoom 'hand raise' function, etc.)
- Honor everyone's intersectionality
- Ensure a safe space atmosphere by equalizing the space, checking our assumptions, honoring the right to be human, and maintaining an air of consensual dialogue