URGE
Unlearning Racism in Geoscience
Golden State Pod

Deliverable 1: Pod Guidelines

1. Pod Ground Rules
   a. Make every effort to be on time or communicate if will be late.
   b. Quick check in at the beginning of each group to help the group transition from where we were before to where we want to be.
   c. Listen actively -- respect others when they are talking.
   d. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   e. 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.
   f. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   g. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
   h. The goal is not to always agree -- it is to gain a deeper understanding.
   i. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   j. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
   k. 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.

2. Pod Decision Making Protocol
   a. The Golden State Pod will make decisions as a group via group consensus. Consensus decision making is a creative and dynamic way of reaching agreement in a group. Instead of simply voting for an item and having the majority get their way, a consensus group is committed to finding solutions that everyone actively supports – or can at least live with. By definition, in consensus no decision is made against the will of an individual or a minority. If significant concerns remain unresolved, a proposal can be blocked and prevented from going ahead. This

means that the whole group has to work hard to find win-win solutions that address everyone's needs.

3. Pod Member Roles and Responsibilities
   a. The Golden Gate Pod is composed of individuals from different institutions. We are following a model of shared leadership. Each session, one member will take the lead and leadership will rotate.
   b. Individual Roles and Responsibilities
      i. Upload deliverables to the URGE website: Liz Ridder
      ii. Send out interview Zoom links: Liz Ridder
      iii. Send out pod meeting Zoom links: Liz Ridder
   c. Rotating Leader Roles and Responsibilities
      i. Take attendance
      ii. Take notes as needed, especially in discussions of deliverables
      iii. Draft deliverables and share with pod for review / edits / discussion at the pod meetings
   d. Group Roles and Responsibilities
      i. Set a scheduled meeting time
      ii. Read supplemental articles / materials for deliverables as needed
   e. Not Applicable
      i. Schedule meetings with organizational leadership