

**Bigelow URGE Pod
FINAL Session 1 Deliverable**

POD GUIDELINES

This deliverable is a set of agreed upon guidelines and group norms for our pod, to ensure a safe and inclusive environment to discuss difficult and potentially controversial issues necessary to achieve the objectives of Unlearning Racism in Geoscience (URGE; www.urgeoscience.org), a community-wide journal-reading and policy-design curriculum to help Geoscientists unlearn racism and improve accessibility, justice, equity, and inclusion in our discipline.

I. Ground Rules

1. We welcome anyone from the institute who wants to participate to the best of their ability, recognizing that synchronous events are difficult to attend and that not everyone who attends feels comfortable speaking. Thus, we try to enable accessible asynchronous participation across multiple platforms to reach the widest audience where they find the most ease participating (Slack, shared Google Drive, group email, etc.).
2. We recognize and respect that stories, opinions and reflections shared in synchronous virtual meetings can be very personal and make individuals very vulnerable.
3. We agree to maintain confidentiality to protect and value this vulnerability - all stories and opinions shared during synchronous meetings and asynchronous discussions cannot be shared, posted, or copied outside the group discussion or URGE communication channels without express permission by the person who shared the story or opinion.
4. We welcome others to respectfully challenge our assumptions and ideas without personal attack, strive to not be afraid to challenge each other, and communicate without defensiveness.
5. We are open to being held accountable to our actions and words.
6. We strive not to invalidate anyone else's story with our own spin.
7. We assume that everyone has good intentions and yet that they can still unintentionally hurt others with their statements.
8. In synchronous virtual meetings, we strive to be conscious of body language and non-verbal responses that may indicate feelings of disrespect or harm, and to pause and address such warning signs.
9. We strive to speak from our own experiences instead of generalizing (i.e. "I" instead of "they", "we", "you")
10. We listen actively and respect others when they are talking.
11. While we will strive to agree, we recognize that the goal is not agreement, but rather to gain a deeper understanding together.
12. We will start each meeting by reminding ourselves of these ground rules.

II. Decision Making Process

Self-identified participants in the pod represent multiple categories of scientific staff at Bigelow with varying administrative responsibilities: supervised technical staff, lab managers, vice presidents, and the DEI Liaison. Following the same model of our internal committees, all participants have an equal “vote” in decision making within this group, despite differences in job category.

During synchronous meetings, we will strive to reach unanimous consensus in decision making before taking any preliminary votes related to recommendations for policy changes, with anyone participating empowered to make a motion for a vote. The DEI Liaison will record publicly expressed votes for, against, and abstaining, with at least 3/4 of participants in the synchronous meeting voting for a motion for the motion to pass the preliminary vote. The preliminary vote outcome will be conveyed in writing to the pod by the DEI Liaison to allow asynchronous participation for those who could not attend the synchronous discussion. If someone who could not attend the synchronous discussion would like to challenge a preliminary vote, the DEI Liaison will post a poll in the Slack channel, with all pod members able to publicly recast their vote within a 24 hour period (if not recast, original vote category is presumed to hold). If more than ¼ of pod members cast an against vote, the motion will not pass. If a vote does not pass the ¾ threshold, then further discussion is required to craft an acceptable policy recommendation. When a vote passes but voting is not unanimous, those who cast opposing votes can submit a “dissenting opinion” to have included with the policy recommendation, but agree that the vote outcome carries.

For actions that cannot be completed in synchronous meetings for voting, such as refining and approving deliverables, the DEI Liaison will make materials available for at least 24 hours for review and comment, and call a vote for approval if there appears to not be consensus in the comments.

III. Pod Member Roles and Responsibilities

This URGE pod began in January 2021 and is expected to operate through May 2021, following the timeline established by the URGE program.

The DEI Liaison Beth Orcutt is the pod leader and serves as the main point of contact between URGE and our pod, and also between the pod and President and CEO. In this role, Orcutt will (1) oversee updating the shared calendar with pod events and links to materials, (2) update the shared Google Drive and other platforms with links to pertinent pod materials such as draft deliverable pages, (3) submit deliverables to the URGE

website, (4) coordinate meetings when the President and CEO interacts with the pod, and (5) record attendance, action items, and outcomes of public votes in synchronous sessions and convey them to shared platforms for asynchronous engagement.

All pod members are encouraged to (1) participate in synchronous meetings and/or asynchronous discussions, and (2) contribute input to the draft deliverables. Meeting facilitation tasks will rotate amongst pod members per the following volunteer schedule below. During virtual meetings, volunteers to draft deliverables and take meeting notes will be identified based on interest.

<i>Session</i>	<i>Dates</i>	<i>Topic</i>	<i>Deliverable</i>	<i>Meeting facilitator</i>
1	1/18-1/29	Defining the words we use	Pod guidelines	Orcutt
2	2/1-2/12	What is my place in all of this?	Policy for dealing with complaints	Matrai
3	2/15-2/26	Where are we as the geosciences?	Statistical analysis of program and its history	?
4	3/1-3/12	The long-lasting impacts of racism in geoscience	Policies for working with communities of color	Lindsay
5	3/15-3/26	Breaking down the barriers in our discipline	Admissions and hiring policies	?
6	3/29-4/9	Building an antiracist and inclusive community	Lab and field code of conduct	Michaud
7	4/12-4/23	Taking care of oneself in the face of racism	Asset map of resources to combat racism	Mitchell
8	4/26-5/7	How do we keep ourselves accountable to anti-racist work?	Accountability program	?