

Ground Rules

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.

Group Decision Making

We will aim to make decisions via consensus within the group. If consensus isn't working, and majority has a direction, we plan to move forward with majority direction. In any case where consensus cannot be achieved and we employ majority vote, we will record in notes and any other necessary documents the non-majority opinions/directions/ideas. In cases where multiple candidate actions or directions are being considered, we will use ranked choice voting.

Member Roles and Responsibilities

1. Meetings will be recurring every second week on Friday at 3pm – 4pm.
2. Leader will send email reminders and session materials
3. Meeting note-taker will rotate among members and take attendance, meeting notes, and work on drafting deliverables and disseminating among group, if necessary
 - a. Note taker will write action items, drafts, etc. however will not record personal stories unless explicit permission is given.
 - b. During meeting, note-taker for following meeting will be determined
4. Meeting discussion leader(s) will rotate among members
 - a. Discussion leader will come up with a few questions to lead group
 - b. Discussion leaders will take lead on drafting deliverables and circulate among group
 - c. During meeting, discussion leader for following meeting will be determined