

- a. **URGE Code of Conduct** (from <https://urgeoscience.org/> ,  
<http://www.edchange.org/multicultural/activities/groundrules.html>  
and [https://www.mnys.org/assets/1/6/ground\\_rules\\_-\\_arc\\_discussion.pdf](https://www.mnys.org/assets/1/6/ground_rules_-_arc_discussion.pdf))

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
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

b. **Making decisions as a group**

Majority vote

c. **Pod roles and responsibilities**

1. Schedule meetings - Session leader
2. Take attendance (important for accountability) - Session leader
3. Take notes as needed, especially in discussions of deliverables - Session leader
4. Upload deliverables to the URGE website - Set during each session meeting
5. Draft deliverables and share with pod for review/edits/discussion at the pod meetings - Session leader