URGE Pod Guidelines for the GSL Research Team 2021

Ground Rules:

- Listen actively -- respect others when they are talking.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
- 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.
- Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words.
- Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- Apologize in a way that is about the feelings of others and not ourselves.
- 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.
- Pause: pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.
- Putting ideas on the table and be willing to take them off the table: ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments: "One thought I have" or "here is one approach." Be willing to take your idea off the table.
- Criticize ideas, not individuals.
- Share responsibility for including all voices in the conversation. If you tend to have a lot to say, make sure you leave sufficient space to hear from others. If you tend to stay quiet in group discussions, challenge yourself to contribute so others can learn from you. If you are the first person who talks every time, pause and let other people speak first.
- Remember that we are all growing and we all make mistakes. Be gentle with others and yourself.
- Avoid side conversations via chat or other avenues so that you are fully present during a discussion or presentation.
- Understand that your words have effects on others. Speak with care. If you learn that something you've said was experienced as disrespectful or marginalizing, listen carefully and try to understand that perspective. Learn how you can do better in the future.
- All members are expected to advocate if issues come up that disproportionately impact individuals due to marginalization and power structures.

Making Decisions as a Group:
- If everyone is present then members will have opportunities to share their points of view and then the team will discuss.
- If a member is missing, then members present will share their points of view and the pod leader will share the point of view shared by the asynchronous member. We will then outline the range of options and decide if a decision is needed that day. If so, a majority vote will determine the final decision. If the decision can wait, the asynchronous member will have a chance to share their thoughts before a major vote will be cast.
- If a decision is needed where there is no majority consensus, the leader will make the decisions especially with needing to submit deliverables.

Roles and Responsibilities
- This pod is an extension of a researching group that meets screen-to-screen on a weekly basis. The URGE related activities are built into weekly meeting times. Thus, the schedule is set, but the specific times of engagement are set within the confines of our weekly work time. Actions of members are completed during work meeting times or completed asynchronously outside of work hours.
- Roles of the Leader:
  - Take attendance
  - Organize actions on a session by session basis
  - Send webinar reminders for each session
  - Prepare and upload deliverables
- Roles of the Members:
  - Engage with the URGE curriculum for personal and organizational growth and advocacy
  - Review the reading materials, interview videos, engage with the discussion questions, and review deliverable materials.