

### **MARS Pod DRAFT Ground Rules for Discussions**

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 good intentions and come with 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.
10. After you are done speaking pause to give people a chance to contribute
11. Put a star in the chat if you want to share when someone else is speaking. We will all monitor the chat/be responsible for inviting people to speak.
12. Allow everyone to answer questions (go around and invite to speak)
13. Be respectful of personal time, and do not expect others to work and provide feedback on deliverables during the hours you are working.

### **MARS URGE Decision Making Process**

Decisions will be made through anonymous voting with an effort to arrive at consensus positions before presenting options to the group for voting. However, we recognize that consensus decision making favors people present at the meeting and that silence does not imply consensus. Because of this we will conduct votes anonymously after meetings to give all participants an option to contribute to the vote. When possible, we aim to avoid making decisions at meetings and will instead summarize positions and provide opportunities for those not present at the meeting to weigh in on positions and decisions before voting. We have also created an anonymous feedback form for additional feedback on all elements of discussion related to the MARS pod.

### **MARS URGE member roles and responsibilities**

MARS Pod member roles and responsibilities are defined in our team roles spreadsheet. Session leaders will create a meeting agenda. The note taker will take attendance so that we can more proactively seek input from pod members that were not able to attend. All members are expected to read the main reading. Members are encouraged to sample from the smorgasbord of additional resources to share with the group, but this will be voluntary and "no guilt".