MBL-Ecosystems Center Pod Guidelines

We, the MBL-Ecosystems Center Pod, are committed to the goals and objectives of URGE:

1. to deepen our knowledge of the effects of racism on the participation and retention of Black, Brown, and Indigenous people in Geoscience generally, and Ecosystems Science particularly
2. to develop anti-racist policies and strategies based on existing literature, expert opinions, and personal experiences
3. to share, discuss, and modify anti-racist policies and strategies within our institutional and community network and [by participating in URGE] on a national stage.

Ground Rules

To best do the work required to accomplish these goals, we commit to providing a safe, inclusive, and respectful environment to facilitate participation by all pod members, recognizing that difficult and possibly controversial topics will be discussed, and that a range of institutional authority/power is represented in our pod. We will adhere to the following ground rules:

1. **Maintain confidentiality**. All stories shared in this space will stay in this space unless explicit permission is given by the person sharing the story that it can be shared in another setting;
2. **Listen actively** -- respect others when they are talking; avoid interrupting or talking over others (too easy to do over Zoom);
3. **Be conscious of body language and nonverbal responses** -- they can be as disrespectful as words (even over Zoom!)
4. **Speak from our own experience** instead of generalizing ("I" instead of "they," "we," "you") and avoid invalidating someone else's story by putting our own spin on it.
5. **Ask questions,** to improve understanding and respectfully challenge one another, focusing on ideas and problems without judgement, and acknowledging we may not always agree. Personal attacks will not be tolerated.
6. **Assume everyone's good intentions** but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.

7. **Participate to the fullest of our ability** -- community growth depends on the inclusion of every individual voice; recognize that we may find ourselves outside our personal comfort zones.
8. **Center discussions on the goal of deeper understanding** – acknowledge that we are all learning as a group.

Group Decisions

Group decisions regarding content for Deliverables or other communications outside of the pod will be made by consensus whenever possible. If consensus cannot be reached, depending on the case, we will default to majority vote, or submit content with the annotation that consensus was not reached.

Pod member roles and responsibilities

1. Meetings will be on Wednesday afternoons, 4:00-5:00. The Zoom host will be Suzanne Thomas (ST). Another pod member may host if needed.

2. Attendance will be taken by the pod leaders, Jane Tucker (JT) and ST.

3. Notes will be taken by JT, ST, and Sung Bin Park, and combined using Google docs or similar after the meeting. Notes taken by other pod members will also be welcome.

4. Deliverables will be uploaded to the URGE website by JT.

5. Communication with institution leadership, the MBL Diversity and Inclusion Advisory Committee, will be accomplished by having a pod member, ST, also sit on that committee and act as liaison. A meeting with the Chair of the D&I Committee will also be scheduled for (TBD).

6. Leadership of each two-week session will be shared among pod members, with 2-3 members taking the lead each session. Session leaders will read supplemental articles/materials for deliverables as needed. Session leaders will draft deliverables and share them with the pod for discussion, editing, and review during the pod meetings.

7. Session leader assignments will be entered into the pod scheduling helper (Excel file).

8. Communication within the pod will be via Slack, which will also manage links to shared documents and other resources.