

# Middlebury College URGE Pod - Ground Rules

## 1. 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 deeper understanding
- Contribute to pod deliverables and speak up (anonymously if you prefer) if you do not agree with something being codified
- Be conscious of body language and nonverbal responses - they can be as disrespectful as words (even over Zoom!)
- Assume everyone’s good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended
- Offer “first draft sentences” - share your thoughts and trust the group to help you grow, rather than resorting to protective passivity
- Maintain confidentiality. What’s said here stays here, what’s learned here leaves here. Please keep discussions private unless explicit permission is given by the person sharing a story that it can be shared in another setting

## 2. Decision Making Plan

- The rough outlines of each deliverable will be posted before the first meeting of the Session (2 week period).
- Participants will consider the deliverables and contribute to them.
- Deliverables will be discussed during the second meeting of the Session (after the first meeting - which will be discussion).
- After policies are discussed we will have a 24h “thinking” or “reflection” period in which participants will independently consider the deliverables/decisions. If participants have additional suggestions they can add them anonymously to the google doc.
- Before 12p ET on the second Friday of the session, pod participants will fill out an anonymous form to approve the deliverable(s). Approval will be by consensus.

## 3. Pod Member Roles and Responsibilities

- Roles for the upcoming Session will be determined at the close of the previous week’s Session and listed in the google spreadsheet on the drive.
- All participants will take responsibility for reviewing and editing pod deliverables and voting on their acceptance prior to 12p ET on the second Friday of each session.
- The pod leader will take responsibility for assessing the deliverables polls and uploading materials to URGE.