

# Pod Guidelines

## Agreements

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 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.
10. Try to remember to use the raise your hand feature for speaking.
11. Members commit to being prepared and regularly attending meetings.
12. Be willing to have difficult conversations.
13. Allow for silence and space for others to contribute.
14. Agree to foster/develop positive group norms and reevaluate norms regularly.

## Decision Making Method

Decisions should be made by  $\frac{2}{3}$  vote, while taking into account a strong sense of dissent by others in the group and the opposing opinion would be recorded in meeting notes. Our policies may change as the group progresses.

## Member Roles and Responsibilities

### Permanent roles/responsibilities

1. Uploading deliverables to URGE website – Cam Macris
2. Meetings will be scheduled for the rest of the sessions by Cam Macris after getting availability from participants in doodle poll.

## Rotating roles/responsibilities

The rest of the roles/responsibilities will be assigned on a session-by-session basis in advance in order to attempt equity in workload distribution among participants. A [spreadsheet](#) will organize these roles and act as a “sign up sheet” where participants can volunteer for a responsibility for a given session. Roles and responsibilities will be assigned by the end of the meeting for the preceding session at the latest.