

MOUNT HOLYOKE

MOUNT HOLYOKE COLLEGE

MHC URGE POD Spring 2021

Our decision-making process: We agreed we will aim for consensus with decisions. If necessary, we agree to measure consensus with an anonymous poll. If a decision is needed and we cannot reach consensus at a meeting, we will make written note of what is on the table and the concerns or sticking points (majority opinions and dissenting opinions). The issue will be revisited at our following meeting to see if consensus can be reached. If at the second meeting, consensus cannot be reached, then we will vote if necessary, but also keep written note of the dissents and disagreements because we should honor and revisit these.

Our guidelines for group functioning and norms (from URGE suggestions):

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.

Our delegation of tasks:

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| OLIVIA | 1. Schedule meetings (use when2meet, doodle, etc. to make this easier!) |
| MICHELLE | 2. Take attendance (important for accountability) |
| STEVE | 3. Take notes as needed, especially in discussions of deliverables |
| MICHELLE | 4. Upload deliverables to the URGE website |
| STEVE | 5. Schedule meetings with organization/institution leadership (Week X) |
| EVERYONE | 6. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.) |
| MICHELLE | 7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings |
| EVERYONE | 8. Will participate and will aim to chip in asynchronously before a meeting |

MHC URGE pod members present for final vote on Feb. 11, 2011 ZOOM (unanimous approval): Olivia Aguilar, Owen Callahan, Steve Dunn, Michelle Markley, Claire Pless, Sarah Principato, Esther Stewart.