



MSU-EES URGE Pod Guidelines

Earth and Environmental Sciences at Michigan State University

Ground rules

Members have committed to ~5 hours of effort over each 2 week session

Some guidelines for inclusive Zoom meetings [here](#)

Everyone will opt in to leadership tasks on our sign up sheet

We will communicate via Slack

Meeting times

We expect everyone to attend at least one hour of our Tuesday 10-12 weekly meeting. For discussion of materials, pod members should attend meetings, meet in small groups, or engage in asynchronous discussion on Slack.

The first meeting of every session will be:

- Discussion of deliverables and assigning responsibilities for particular tasks
- Discussion of the interview from the week prior (interviews happen on the second monday of every session, so there would be some latency but this gives people time to watch the interview if they cannot attend in real time on Monday evenings.)

The second meeting of every session will be:

- Discussion of the readings
- Follow-up on deliverables from the week prior

General Practice

- We go by first names - we put aside our roles at the door and attempt to equalize power differences between students, faculty, etc. - Note that it might be difficult for some people to switch, so there might be some adjusting to this :)
- Confidentiality - what happens in the space should stay in the space.
- Practice active listening & trust-building.
- Avoiding shame - "call in vs call out". No shaming allowed!
- Avoid making assumptions about people's unique backgrounds.
- Whether to contribute verbally is a personal choice. Try to remember to step up and step back, avoid interrupting, listen actively.

- Which leadership tasks to accept is a personal choice, and we will try to assign jobs on an opt in basis.
- Be mindful of the people who are not present. Offer period for comment, changes, adjustments to include input from all, especially for deliverables. This may delay delivery, but is preferable in the long run.
- Acknowledge and respect all members of the group. Focus on ideas and problems rather than people. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.

Decision making

- Value for minority opinions
- Building consensus over voting - include minority opinions by creating space for discussion (including non-verbal feedback), might take longer but is more inclusive.
- Have a lead time between implementing changes and/or making decisions so that individuals have a chance to express their views in multiple formats
- We need to hear from everyone--even if we don't have consensus, voting isn't done until everyone votes or abstains from voting

Roles and responsibilities

Communication - everyone should participate! While there are many ways to communicate, each pod member should be contributing to the discussion via text, verbal, etc.

- Email - respond promptly to WIG polls
- Slack - check regularly to find updates on tasks/deliverables from each team
- Drive - contribute to notes/deliverables, sign up for tasks
- With URGE national - pod leader