

## **NARWaL Pod Norms and Guidelines**

**Pod Members:** Julianne Davis, Danyka Byrnes, Simon Topp, John Mallard, Wayana Dolan

### **Ground Rules**

1. Listen actively and respect others while they are talking.
2. Use “I” statements and speak from your own experience rather than generalizing.
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 inclusion of every individual voice.
5. Instead of invalidating someone 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, as they can be disrespectful.
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. As such, only pod members will attend meetings.
10. Understand that these conversations can be uncomfortable and that discomfort is part of the learning process.
11. Take accountability for what you say and be open to dialogue and respectful challenges.
12. Strive for discussion to be equally driven by pod members, but create space for pod members to anonymously provide input if needed and desired.

### **Plan for Division of Work and Responsibilities**

1. Pod leader: Julianne Davis
  - a. Uploads deliverables to the URGE website
  - b. Shares updates from URGE leadership
2. Rotating moderator/meeting facilitator
  - a. One pod member per session
  - b. Prepares questions or topics for discussion and moderates discussion if needed
  - c. Encourages participation by making space for all pod members to share experiences and thoughts
  - d. Creates an opportunity for anonymous input or feedback and shares that input with the rest of the group
  - e. Generates an outline of the deliverable(s) for that session

### **Plan for Group Decision Making**

1. Aim for consensus, given the small pod size (5 people). If there are disagreements, we will decide with a majority vote.