The NMT URGE pod has adopted the following ground rules:

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. Use hand-raise to help not talk over one another

Our decision-making process is the following:

As a group we will make decisions through consensus. We will use the following method to help us facilitate discussion and reach a consensus:
- I agree (thumb up)
- I am indifferent and/or I do not feel strongly enough to continue discussion (thumb sideways)
- I disagree (thumb down)

"Disagree" votes indicate that a group member feels more discussion on the point is needed. "Agree" and "Indifferent" votes do not require additional discussion.

Division of Work
The pod leader will schedule meetings and upload deliverables.
Everyone will fill out the attendance table on our shared google doc for the relevant module. During breakout discussions each group will determine how they take notes also on the shared google doc. We have set up a table format in a shared document to facilitate this for each module.
Because we represent multiple institutions within New Mexico Tech (e.g. Earth and Environmental Science Department, The NM Bureau of Geology, IRIS-PASSCAL) people associated with each of these entities are responsible for setting meetings with leadership at their respective institutes.