

# URGE

## Unlearning Racism in Geoscience



**Oregon State**  
University

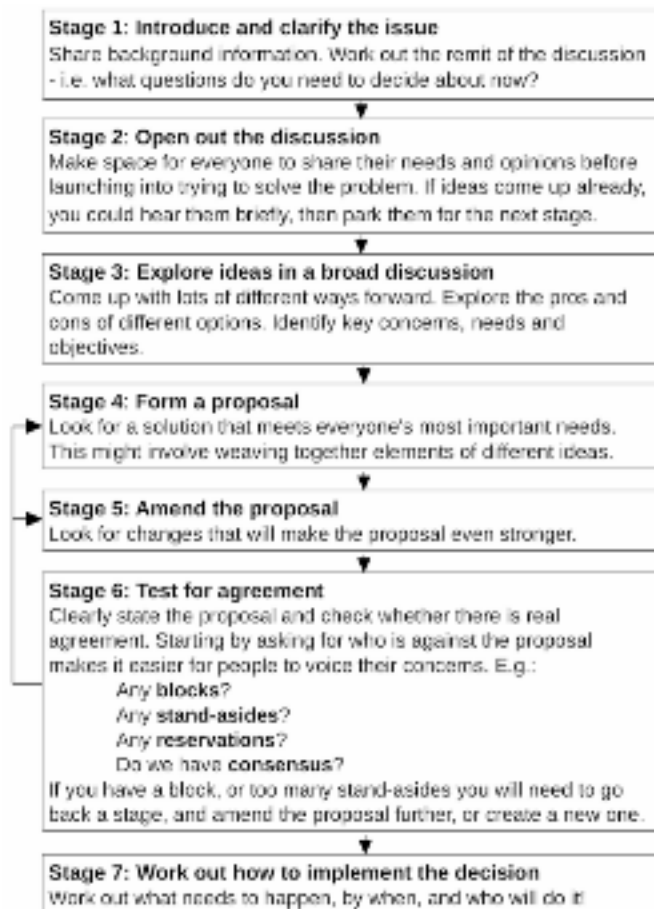
### ***CEOAS General POD Discussion Rules***

1. Respect each other's time (be on time, end on time).
2. Use the Raise Hand feature (there will be a moderator).
3. Pause between agenda items: Discussion leader should ask if anyone has anything else to comment on prior to moving onto another agenda item.
4. Take responsibility for yourself and what you say. Speak clearly and use personal examples, speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
5. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks or questioning motivations - focus on ideas and problems rather than people.
6. Recognize your own communication style and the style of others.
7. Engage by listening as well as speaking. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!). Listen actively -- respect others when they are talking.
8. Participate honestly and openly and to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
9. Put yourself out of your comfort zone. It is okay to be wrong. Forgiveness goes a long way. Be empathetic. The goal is not to always agree -- it is to gain a deeper understanding.
10. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience. Avoid 'one-upping' someone's story.
11. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
12. 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.
13. Be conscious of diverse English language skills and issues with verbal communication for both native and non-native speakers.
14. Be open to learn something about yourself and others.
15. Every seat is a leader - everyone has expertise to share and an equal platform with which to shar

## Making decisions

Each pod needs to decide how you want to make decisions as a group. This will be relevant during the formation of deliverables, reporting back to the larger URGE group on activities, etc. Do you want to go with group consensus (<https://www.seedsforchange.org.uk/shortconsensus>)? A majority vote? Make sure the group discusses these decisions before beginning on deliverables.

From seedsforchange.org:



Consensus decision making is a creative and dynamic way of reaching agreement in a group. Instead of simply voting for an item and having the majority getting their way, a consensus group is committed to finding solutions that everyone actively supports – or at least can live with.

By definition, in consensus no decision is made against the will of an individual or a minority. If significant concerns remain unresolved, a proposal can be blocked and prevented from going ahead. This means that the whole group has to work hard to find win-win solutions that address everyone's needs.

Consensus is used widely by people around the world working towards a more just and equitable society: from small voluntary groups, co-operatives and campaign networks to businesses, local communities and, in some cultures, across much wider regions.

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## Pod member roles and responsibilities

Pod leaders are the main points of contact between URGE and the pods. Pod leaders submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables). It would work best if there is a designated person from the pod who submits files to URGE to avoid sending duplicate deliverables files.

1. The meeting facilitator will prepare a meeting agenda (shared to Slack by the day before the meeting)
2. Assign a note taker, meeting facilitator, a chat and hand-raise moderator, and an attendance taker for the upcoming meeting at (by) the end of the meeting taking place. This will be documented in a pod member role sheet.
3. After each meeting, the note taker should upload notes to Google Drive and post to Slack.
4. Assign a small group to manage deliverables for each of the 8 week sessions. This includes obtaining consensus, accepting suggestions, and general formatting of deliverables.
5. When editing in Google Docs, use suggesting mode.
6. Upload deliverables to the URGE website (J. Fehrenbacher will do this)
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings. Final drafts are due the TUESDAY before they need to be uploaded to the URGEoscience website. Final edits can be made up to NOON the THURSDAY before they are due.
8. All Pod members will adhere to the Pod Discussion Rules. Members will hold each other accountable to these expectations.
9. Actively engage in discussions and with each other during pod meetings

Note: meetings with organizational leadership will be taken care of with Session 1, Deliverable 2.