Queen's U Pod - Session 1/Deliverable 1: Pod Group Norms

Ground Rules

1. Acknowledge that racism is a problem. We may disagree on how to move forward with solutions, but denial of this point is a non-starter.
2. Listen actively -- respect others when they are talking.
3. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
4. 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.
5. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
6. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
7. Do not directly or indirectly call into question or invalidate someone's experience. Even seemingly innocent or well-intentioned expressions like 'really?' or 'I can't believe that!' can make a person feel that they need to justify their experience.
8. The goal is not to always agree -- it is to gain a deeper understanding.
9. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
10. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
11. 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. The minutes for each meeting will be generalized to represent points of discussion, the varying opinions raised, and group consensus (or lack thereof). If any pod member does not wish for certain stories, opinions, or statements they made to not be included in the minutes they will be encouraged to contact the minutes taker to ensure this is the case.
12. Be aware of the privileges you have, and how these privileges have shaped your lived experiences, and keep these in mind when listening and speaking. Trust in people's expression of their lived experience; academic pursuit of knowledge about racism is important, but cannot replicate/replace/equate to lived experiences.
13. Avoid equating different forms of discrimination or racism. It may be useful or appropriate to share a personal story or experience, but not all forms of discrimination are equal.
14. Being anti-racist is a life-long endeavour; mistakes will be made and lessons will be learned; there is no quick way to un-learn a lifetime of conditioning. The most important aspect is a dedication towards self-correction and accountability for one's actions, being

humble and open to criticism, and a continued pursuit of knowledge, compassion, equity, justice, and action - beyond and within oneself.

15. All group members commit to attend the biweekly meetings unless extenuating circumstances or otherwise unavoidable scheduling conflicts prevent them from attending. Similarly, all group members commit to not just attend, but contribute to the pod to ensure that its deliverables, discussions, and actions are a balanced and representative view of the pod's membership.

Decision Making

Our pod will aim to make decisions by group consensus. If consensus is not reached, further discussion will be had to try again to achieve consensus. If there is still divided opinion among the pod, then our intention is to represent the variety of opinion within our pod in deliverables, reporting back to URGE, etc.

Member roles & responsibilities

- **Scheduling**: Elisabeth Steel (potential for rotation)
- **Attendance**: Edward Matheson *
- **Take minutes**: Edward Matheson *
- **Upload deliverables to URGE website**: Elisabeth Steel
- **Department liaison**: Heather Jamieson
- **Read supplementary material for deliverables as needed**: Discussion leader
- **Draft deliverables**: Danielle Beaulne *
- **Lead discussion**: Rotate among members

* A spreadsheet will be developed to designate rotating roles and responsibilities for sessions 3 - 8.