SEA URGE Pod Guidelines

In our pod, we will ...

1) Listen actively – respect others while they are speaking.
2) Use "raise hand" function to indicate that you'd like to share (One mic, One voice).
3) Have one moderator per meeting who passes the mic.
4) Speak from experience instead of generalizing (Use "I" statements, I think, I feel).
5) Ask questions respectfully, refrain from personal attacks, and honor all experiences.
6) Focus on ideas and problems rather than people.
7) Participate to the fullest of our ability.
8) Poll everyone before making any decisions.
9) Accept that we won't always agree – our goal is to gain a deeper understanding.
10) Be conscious of using respectful body language and nonverbal responses (cameras on!).
11) Assume good intentions and hold each other accountable for the impact of our words.
12) Maintain confidentiality. All stories shared in this space stay in this space, unless we are given explicit permission to share a story from the person who is telling it.
13) **All work to create a safe space for each other. All individuals participate on an equal footing regardless of their roles in the workplace.**
14) Respect people's time! Start and end meetings on-time.

Decision-Making Method

Our decisions will be made based on consensus during pod meetings. If consensus is not reached, then our pod will take a vote and make a decision based on the majority opinion. We value dissent here, so any individuals who disagree will be heard and recorded for posterity.

Division of Work

- Everyone will participate as their schedules allow, acknowledging that several members may be going to sea before the entire curriculum is completed.
- Kara Lavender Law will serve as the point of contact with the URGE team. She will take attendance at each of our pod meetings and upload the deliverables to the URGE website.
- We will rotate other major roles (i.e., leader/moderator, notetaker, reader (of supplemental materials)); members can sign up for roles using the organizational spreadsheet that was provided by URGE and modified for our pod.
- Our progress will be reported to the SEA community at our monthly All-Hands meetings.