

## **Pod Guidelines**

The Stony Brook University URGE Pod has adopted the following guidelines for interacting in our meetings and conducting the work of our pod. These guidelines are divided into three parts: Ground Rules, Decision Making, and Roles and Responsibilities.

### **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. Be open to being challenged. If something makes you uncomfortable, try to check how your biases might be contributing to it.
5. Remember that everyone in the pod is starting from a different place in terms of their understanding of racism and their experiences.
6. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
7. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and 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.
12. The size of our pod and subpods requires communication rules that everyone abides by. We will use Zoom as our standard meeting tool. During our meetings, we will use the "stack" method to determine speaking order. Anyone who wishes to address the group will type "stack" in the Zoom chat, and the meeting leader will call on pod members in the order in which they stack.

### **Decision Making**

The Stony Brook URGE pod places a high value on building and reaching consensus in our decision making. Consensus is at the core of our decision-making process and will increase our efficacy in working with university administration. We understand that consensus will be difficult to achieve at times and that hard work will be required to reach acceptable compromises. In the event that consensus cannot be reached after thorough, thoughtful discussion in which all voices have been heard, we will move forward with the majority opinion and provide space for the minority to provide a dissenting opinion.

## **Roles and Responsibilities**

Tim Glotch is the pod leader and will be responsible for uploading deliverables to the URGE website on time. Tim and Victoria Rivera-Banuchi will each lead a sub-pod within the larger group. They will be responsible for organizing meeting times and making sure that each subpod has discussion/deliverable leads and note takers for each URGE session.

Each subpod will use the URGE Scheduling Helper spreadsheet to assign leaders and note takers for each session. The leaders of each subpod will draft the deliverable for each session and then work together to craft a merged deliverable based on the inputs from both subpods. The draft deliverable will be made available on our pod's Google Drive at least two days before the deliverable due date so all members of the pod can have a chance to comment and offer edits.

## **Agreement**

Pod members who agree to these guidelines have added their names and the date below:

Timothy Glotch	1/27/2021
Owen Evans	1/27/2021
Victoria Rivera Banuchi	1/27/2021
Jackie Collier	1/27/2021
Mae Saslaw	1/27/2021
Justin Cowart	1/27/2021
Jannet Vu	1/27/2021
Teresa Schwemmer	1/28/2021
Deanne Rogers	1/28/2021
Douglas Schaub	1/28/2021
Madison Muehl	1/28/2021
Rebecca Smith	1/28/2021
Marine Frouin	1/28/2021
Allison Zastrow	1/28/2021
Haily MacDonald	1/28/2021
Carlos Gary Bicas	1/28/2021
Donald Hendrix	1/28/2021
David Burt	1/28/2021
Weisen Shen	1/28/2021
Josephine Aller	1/29/2021
Alexandra Ahern	1/29/2021
Kevin Hatton	1/29/2021
Laura B. Breitenfeld	1/29/2021
Gregory Henkes	1/29/2021
Naomi Miller	1/29/2021
Ellie Heywood	1/29/2021
Bob Liebermann	1/29/2021

Ella Holme	1/29/2021
Joel Hurowitz	1/29/2021
William Holt	1/29/2021
Bianca Paul	1/29/2021
Jey Kim	1/29/2021
Troy Rasury	1/29/2021