UCSC URGE Pod Discussion Guidelines

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. Individual statements made or positions taken during verbal or e-mail discussions will never be attributed outside of committee discussions to particular members, representatives, or guests, either by name or by affiliation. **Note takers for discussions will not record personal stories, and any shared information will not be associated with a particular name.**
10. Approach these meetings with a growth mindset.
11. Treat people the way they want to be treated (platinum rule)!
12. Ask myself WAIT (why am I talking), WAIT (why am I not talking) to make sure that I am both participating and making room for others to speak and encouraging others to participate (actively reaching out and making it a safe environment).
13. Strive for everyone to understand our action items
14. Use majority agreement when agreeing on action items, but strive for consensus.
15. There is no obligation or pressure to share personal experiences of racism.
16. This is a space to share (respectful) thoughts and comments openly, please refrain from judgement.

The EPS/OS URGE Pod will be separated into three discussion groups. These groups will organize their own roles, scheduling guidelines, and decision making processes.

Making decisions as a group

Consensus for simple decisions will be gauged via polls. For more complex decisions and deliverables, a group consensus will be the goal. Deliverables will be drafted during meets by subpods, and finalized by representatives from each discussion group. The deliverable will be shared with the whole pod prior to submission. Disagreements can be raised using comments, and if there is strong opposition, representatives will reconvene to compromise.

Scheduling Guidelines:
The following responsibilities will be accounted for by members of each subpod

1. Schedule meetings (use when2meet, doodle, etc to make this easier!)
2. Take attendance (Note taker)
3. Take notes as needed, especially in discussions of deliverables
4. Upload deliverables to the URGE website (Julia)
5. Schedule meetings with organization/institution leadership (Week X)
6. Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)
7. Draft deliverables and share with pod for review/edits/discussion at the pod meetings
8. Represent subpod in drafting of final deliverable