

## Ground Rules

1. Listen actively and respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you"). Remember that even shared events or experiences can have individual interpretations and impacts.
3. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
4. Differentiate between opinion and knowledge, recognizing that as geoscientists we will be engaging with knowledge from other fields that employ different methodologies and communication styles.
5. 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.
6. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
7. The goal is not to always agree -- it is to gain a deeper understanding.
8. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
9. Practice both/and thinking to open up new possibilities for action.
10. Come with good intentions and assume everyone's good intentions, but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
11. Remember that we all have work to do — be willing to receive constructive comments from others in the group and think about how to apply this feedback toward your personal growth.
12. Identify respectful ways to remind others when they have strayed from a ground rule so that together we create an inclusive and equitable space.
13. 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.
14. Recognize that virtual meetings and COVID-era work routines come with their own challenges. Try to share space by not talking more than 20% of the time, put a star in the chat if you have a comment, and turn off your video if you need to step away from the discussion.
15. All pod members should come prepared, having done the required reading and reviewed the draft deliverable. Pod members who commit to an additional role during a session will perform their responsibilities on time.

## **Decision Making**

Our pod will strive for consensus decision making such that recommendations we bring to CLaSP and the broader UM community represent the whole group's thoughts. We acknowledge that gaining consensus can be difficult, and expect that a lack of consensus normally indicates a need to schedule additional discussion, including the possibility for anonymous feedback to be solicited outside our normal discussion time. In this case, members will revisit the ground rules to re-focus continued discussion on the core values of our pod.

In some instances, lack of consensus may not be remedied and individuals who don't agree with the rest of the group may write their own dissenting opinion to be appended to a deliverable. Extremely rarely, an individual may exercise a hard veto, but this suggests that the process has broken down and that the pod's ground rules need to be revised to facilitate productive work within the pod going forward.

## Meeting Process

Each URGE session lasts two weeks, and our pod meets on the second Monday of each session. Before the start of each session, members will self-assign roles for the next session on a Google sheet. Pod members can sign up for jobs that are consistent with their workload for a given week, but everyone should plan to rotate through the various tasks. Our Monday meetings will include discussion of both the deliverable and the reading/video material.

- Deliverables
  - Three members work together to draft the session deliverable; they will share a draft with the rest of the pod by 5 pm on the first Thursday of the session.
  - Pod members can comment on draft in writing before second Monday at 1pm
  - One of the three members who are responsible for drafting the deliverable will facilitate discussion on the deliverable (“Deliverables Facilitator”)
  - Following the meeting, those three members incorporate comments and discussion into a final deliverable draft.
  - Gretchen will upload the deliverable to URGE by second Friday.
  
- Readings
  - One member will write a half to one page summary of the required readings; this person will lead the discussion focused on the reading/video material (“Reading Facilitator”).
  - Three members will work together to split up the other recommended readings and write a half to one-page summary of each additional reading.
  - Summaries will be shared with the group by Sunday night.
  
- Meeting Structure
  - Ahead of the meeting the Deliverables Facilitator and Reading Facilitator will decide on an agenda, allocating time for both parts of the meeting as needed.
  - One person will act as the session’s time-keeper to ensure that there is time for discussion of both the deliverable and the reading based on the agenda agreed to by the facilitators
  - One person will take notes and will post them to the Google drive by the end of Monday.