



UMN (Bio)geochemistry Pod Guidelines

This document is a set of agreed upon guidelines and group norms for our pod. Our goal is to lay a strong foundation as a group so that all members of the pod can participate and learn in a safe, inclusive environment.

1. Ground Rules

- Listen actively -- respect others when they are talking.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
- 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.
- Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
- Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
- The goal is not to always agree -- it is to gain a deeper understanding.
- Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!).
- Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended.
- 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.
- Don't invalidate the struggles, experiences, or emotions of others. Allow everyone to participate regardless of background.
- Recognize the power dynamics at play and be conscious of how they affect the group and individuals comfort participating.

2. Making Decisions as a Group

We will give time for discussion and make room for everyone to share their opinions. We will aim to come to a group consensus for all decisions. If this is not possible and a decision needs to be made to move forward, a majority vote will be used. We will recognize that, by definition, marginalized voices don't have the majority and will consider this when voting. We will acknowledge or record if there wasn't a consensus on a decision, especially if the decision impacts a deliverable.

3. Pod Member Roles and Responsibilities

Pod leader:

- Main point of contact between URGE and the pods
- Contact pod members with Session Info at the start of each session
- Schedule meetings
- Upload deliverables to the URGE website
- Schedule meetings with organization/institution leadership (in conjunction with other UMN ESCI pod leaders)

Session leader:

- Lead the discussion of content and deliverables in bi-weekly pod meetings
- Read supplemental articles / materials for deliverables as needed
- Draft deliverables with the note taker based on group discussions, and share with the pod via email for final signoff

Note taker:

- Take attendance (important for accountability)
- Take notes as needed, especially during discussion of deliverables
- Draft deliverables with the session leader based on group discussions, and share with the pod via email for final signoff

[\(Link to Pod Schedule with Role Assignments\)](#)