Part One: Ground Rules

Listen: This is a learning environment. We will listen actively and with empathy. Our goal is not to always agree, but to gain a deeper understanding. We will be conscious of body language and nonverbal cues.

Speak: We will participate openly and speak from our own experience, without generalizing. We will ask ourselves WAIT/WAINT (why am I talking/not talking?), and challenge or question with respect.

Trust: This is a safe space where our voices are equal. We will maintain confidentiality, assume good intent, and be mindful of power dynamics. We will respectfully hold ourselves and others accountable. We will not be afraid of uncomfortable conversations.

Part Two: Making Decisions

We seek consensus on key pod decisions and deliverables.

From [Wikipedia]: Consensus is a group discussion where everyone's opinions are heard and understood, and a solution is created that respects those opinions. Consensus is not what everyone agrees to, nor is it the preference of the majority. Consensus results in the best solution that the group can achieve at the time.

Example decision making workflow:
- Moderator frames/guides discussion (e.g., what decision is being made and in what context)
- Group discussion
- Moderator summarizes proposed outcome based on group discussion.
- Gauge consensus – informal (thumbs up/down in zoom) or more formal voting if necessary
- If necessary, further discussion: dissenting opinions, possible consensus resolutions
- Moderator (with help as needed) states or drafts the final consensus opinion and presents to the pod for final comment

Part 3: Roles and Responsibilities

Pod Leader: schedule meetings, upload deliverables to URGE website, moderate first meeting, email communications within our pod and between UU pods. Schedule meetings with organization/institution leadership (part of our Agreements Deliverable).

Moderator(s)
Set meeting agenda/presentation. Read supplemental articles / materials / requirements for deliverables as needed. Draft deliverables and share with pod for review/edits/discussion. Provide final deliverable to Pod Leader for online submission.

Secretary: Take attendance. Take notes as needed, especially in discussions of deliverables; provide to moderator. Monitor chat (?).

*We should have different moderator(s) and secretary for each session. Signups provided on a google spreadsheet.