I. **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. 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.

II. **Decision-making**

Decision-making will be made by group consensus. If group consensus cannot be reached, the group will continue discussion, reviewing the main points of concern for an additional 5-15 minutes. If consensus is still not reached, then decision will be made by majority vote. Dissenting opinions and ideas will be recorded.

III. **Division of Work**

Session leadership will rotate each week with two session leaders assigned to co-lead the session's discussion and deliverables. Each member will sign up for two weeks on the agenda. The session leaders will be responsible for:
1. Scheduling the pod meeting.
2. Taking attendance.
3. Taking notes as needed, especially during discussion of deliverables.
4. Schedule meetings with organization/institution leadership, if needed.
5. Read supplemental articles/materials for deliverables as needed.
6. Draft deliverables and share with the POD for review/edits/discussion at the POD meetings.

The POD leader will upload the deliverables to the URGE website by the due date.

IV. **Pod Members**

I acknowledge that I have read the POD guidelines and agreement above by typing my name below:

Kathryn Smith
Emily Wei
Jessica Jacobs
Alisha Ellis
Rangley Mickey
Jennifer Miselis
Julie Richey