



## WHOI MC&G Pod 1 Ground Rules and Guidelines

### Communication Guidelines:

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”).
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. This includes:
  - a. Being present in a pod meeting, not focusing on other tasks.
  - b. Participate in creating and editing deliverables.
  - c. Come prepared and do the readings.
5. Instead of invalidating somebody else’s story with your own, spin on their experience and 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. If something is said that invalidates, negatively impacts, and/or doesn’t sit well with a participant, one or more of the following can be done, among other actions:
  - a. Clarify the meaning of the speaker in the moment.
  - b. Bring up the point for discussion in the moment.
  - c. Bring up the point for discussion in the next meeting.
  - d. Contact the pod leader (Becca) or another participant to anonymously bring up the point for discussion in the next meeting.
  - e. All participants should “make space for” the participant who feels invalidated or negatively impacted. Such discussions should be heard out and thoughtfully considered by the pod.
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. Clarify whether names and places in the story should be kept anonymous. When sharing stories within pod discussion, it is at the speaker’s discretion whether they want to share personal or anonymous information within the pod.
10. Do not dominate the discussion. Leave space for everyone to speak and contribute.

11. Posting non-personal, non-revealing information on social media is okay. Do not post about the contents of deliverables before they have been approved and submitted to the URGE website.

### **Pod Decision Making:**

1. Approval of each deliverable ideally requires a 100% consensus from all pod members. This approval must be given before the deliverable is uploaded to the URGE website.
2. It is the responsibility of all participants to edit, review, and approve (or not) deliverables in a timely manner.
3. If a 100% consensus is not achievable, we will add a clarifier at the top of the deliverable that states the number of pod members out of the total number of pod members that have approved the document. All approvals and dissents will be anonymous on the document.
  - a. Ex. “7/10 pod members approve of this document. 3/10 members dissent.”
4. Some scheduling and decision making may occur in coordination with other pods in the department or institution in order to synchronize meaningful recommendations, resources, and change. When this occurs, deliverables may be similar or collaborative among pods, but this pod’s decision making structure still holds and a consensus is still required to submit our deliverable.

### **Pod Members’ Responsibilities:**

1. The pod leader (Becca) is responsible for:
  - a. Scheduling meetings
  - b. Taking meeting attendance
  - c. Coordinating with other pods
  - d. Coordinating and scheduling with leadership and administration
2. Each session will have a “Champion”, or a pod participant who is taking the lead on a session and its associated deliverable. Champions are responsible for:
  - a. Leading the meeting and discussion for that session
  - b. Taking notes during the meeting (or asking someone to take notes)
  - c. Taking the lead on the session’s deliverable, including starting the document on Google Drive, coordinating the group’s writing and editing of the document, collecting appropriate approval/consensus for the document, and ensuring it is uploaded to the URGE website after it has been approved.
3. All participants are responsible for:
  - a. Participating in meetings, coming prepared, and completing the appropriate pre-meeting prep.
  - b. Communicating thoughtfully and respectfully, as described in the “Communications Guidelines” section.
  - c. Contributing to, writing, and editing each deliverable.
  - d. Approving, editing, or dissenting to each completed deliverable in a timely manner.