

Yale EPS URGE Pod Guidelines

Ground Rules

We appreciated the suggested guidelines from URGE, which we quote here, and modify/add to them as seen in the bold text:

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.
 - **While it is permitted to share the general themes of conversations from our pod meetings with those outside of our pods, do not share another individual's personal story/experience without their explicit permission.**
 - **No zoom recordings will be made of any meeting, to maintain confidentiality**
 - **When sharing a story or thought, regularly remind the group if what you're saying shouldn't leave the room. This will help normalize it**
 - **Be sure to use pseudonyms in any deliverable that references an individual's experience, to maintain confidentiality**
10. **Make sure all participants have a chance to speak: be mindful of how much you're talking/interrupting, and whose voices are centered.**
11. **Do not question others' lived experiences**
12. **No tone policing/judgment on others' emotions**
13. **Don't get defensive/be open to criticism**

Decision-Making

- We will seek to obtain consensus - all individuals have a say in shaping an idea or outcome, and anyone can speak up to object.
- If a strong conflict arises in the development of deliverables, our workflow will be:
 - Both sides share their points of view
 - We will seek to compromise and obtain consensus
 - If consensus still cannot be reached, we will take a vote, majority wins
 - But, the text of the deliverable will detail the difference of opinion in the group, fairly representing opposing opinions and summarizing our discussion.
 - We will agree to disagree with our podmates, with no ill will

- Because our pod is split over two meeting times, our pod leader (who will attend both sessions) will arbitrate any potential disagreements, representing the interests of the first pod to arrive on outcomes consistent with the spirit of both groups' conversations

Logistics

- Yale EPS URGE Pods meet Fridays at 1 PM and 4 PM, to accommodate the schedules of all who signed up. Pod members may attend either meeting time.
 - Some 4 PM attendees worried that those at 1PM did the intellectual heavy-lifting, as they agreed with most of their suggested guidelines regarding confidentiality. However, at 4 PM we had a different, interesting discussion about consensus-building. Everyone has a contribution to make!
 - 4 PM attendees may sometimes have to attend the earlier session, so they will get a turn taking a first pass at brainstorming.
- Pod leader Jenn Kasbohm will coordinate zooms, reminders, and deliverable uploads
- For each session, there will be at least 1 volunteer co-leader from each timeslot, to assist in preparation of deliverable drafts during week 1 of each session, for discussion of the larger group in week 2.
- Each URGE participant should serve as a co-leader at least once, and have a primary role in drafting at least one deliverable
- To ensure that no one person is taking on all the note-taking for each meeting, and to carry over contributions from our first time slot into the second, we will use Google Jamboards. Each person writes their name down on Attendance slides, and in brainstorming deliverables, each person records their contribution to the conversation.