BU E&E Pod Guidelines

1. **Ground Rules**
   a. Listen actively -- respect others when they are talking
   b. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
   c. 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.
   d. Participate to the fullest of your ability -- community growth depends on the inclusion of every individual voice.
   e. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
   f. The goal is not to always agree -- it is to gain a deeper understanding.
   g. Be conscious of body language and nonverbal responses -- they can be as disrespectful as words (even over Zoom!)
   h. Own your intentions and the impact your words have.
   i. 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
   j. To acknowledge that power dynamics are present within our group, staff and faculty should not speak first during discussions and instead allow students to speak first. The facilitator should be empowered to be in charge of safety of the space. (Progressive stack - put hand up and facilitator ranks based on positionality).

2. **Making decisions as a group**
   a. [Consensus](#)

3. **Pod member roles and responsibilities**
   a. Schedule meetings - Alia Al-Haj
   b. Take Attendance - Luca Morreale
   c. Take notes - rotating (see spreadsheet) (add a link to the spreadsheet)
   d. Upload deliverables - Alia Al-Haj
   e. Schedule Meetings with organization/institutional leadership - Alia: Time to introduce URGE at DEI meeting on 2/1
   f. Read supplemental articles/ materials as needed - rotating (see spreadsheet)
   g. Facilitate discussion and draft deliverables - rotating (see spreadsheet)