

Virtual Boards of Review

BAC Guidance for Boards Conducted under COVID-19 Restrictions

Video conference capability must be able to perform the following:

- Everyone **must** be able see everyone else on the conference (using thumbnail, gallery, whatever).
- A parent or guardian must be able to confirm all participants on the conference prior to physically departing the room in which the Scout is located for the board to be conducted.
- The host must be able to **lock** the room so no one else can enter.
- Host must be able to set conditions so the meeting cannot be recorded.
- Host must be able to invite and remove people from the room.

For ranks other than Eagle, Summit, and Quartermaster:

- Board members gather to prepare for board; review documentation if any is available and discuss how the board will be conducted.
- The Scout is added to the conference. A parent or guardian must be able to confirm all participants on the conference prior to physically departing the room in which the Scout is located for the board to be conducted.
- The host must **lock** the room so no one else can enter.
- Host must set conditions so the meeting cannot be recorded.
- Once the board is completed, the capability to invite and remove people from the room should be used to remove the Scout for the board to have deliberation.
- Once the board has completed its deliberations the Scout should be re-invited to the conference in order to receive the board feedback.

The SM/Crew Advisor/Skipper should be invited to the conference to do the introduction; following the introduction, they may be removed from the conference.

For Eagle Boards of Review and Quartermaster Bridges of Review:

- The board members must meet without the Eagle Candidate in order to review materials and discuss conduct of the board prior to the candidate joining the conference. Everyone **must** be able see everyone else on the conference(using thumbnail, gallery, whatever).
- The confidential reference letters must be read aloud¹ for all board members.
- The Eagle Candidate or Quartermaster Candidate joins the conference after materials and confidential reference letters have been shared.

¹ In order to ensure the control and confidentiality of the reference letters, the letters are to be read aloud. If a method which adequately protects the control and confidentiality of the reference letters is found, these procedures will be updated to reflect that method for use.

- Everyone **must** be able see everyone else on the conference (using thumbnail, gallery, whatever). A parent or guardian must be able to confirm all participants on the conference prior to physically departing the room in which the Eagle Candidate is located for the board to be conducted.
- The host must **lock** the room so no one else can enter.
- Host must set conditions so the meeting cannot be recorded.
- Once the board is completed, the capability to invite and remove people from the room should be used to remove the Scout for the board to have deliberation.
- Once the board has completed its deliberations the Scout should be re-invited to the conference in order to receive the board feedback.

The SM/Skipper should be invited to the conference.

For Summit Boards of Review:

- The board members must meet without the Summit Candidate in order to review materials and discuss conduct of the board prior to the candidate joining the conference. Everyone **must** be able see everyone else on the conference(using thumbnail, gallery, whatever).
- The Summit Candidate joins the conference after materials have been shared.
- Everyone **must** be able see everyone else on the conference (using thumbnail, gallery, whatever). A parent or guardian must be able to confirm all participants on the conference prior to physically departing the room in which the Eagle Candidate is located for the board to be conducted.
- The host must **lock** the room so no one else can enter.
- Host must set conditions so the meeting cannot be recorded.
- Once the board is completed, the capability to invite and remove people from the room should be used to remove the Scout for the board to have deliberation.
- Once the board has completed its deliberations the Scout should be re-invited to the conference in order to receive the board feedback.

The Crew Advisor should be invited to the conference.