

**U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
BUREAU OF THE CENSUS SCIENTIFIC ADVISORY COMMITTEE**

CHARTER

- 1. Committee's Official Designation (Title).** Bureau of the Census Scientific Advisory Committee.
- 2. Authority.** The Secretary of Commerce established the Bureau of the Census Scientific Advisory Committee (Committee or CSAC) under agency authority pursuant to 15 U.S.C. § 1512 and in accordance with the provisions of the Federal Advisory Committee Act, as amended (FACA), 5 U.S.C. § 1001 *et seq.*
- 3. Objectives and Scope of Activities.** The Committee will advise the Director, U.S. Census Bureau, on the full range of Census Bureau programs and activities including communications, decennial, demographic, economic, field operations, geography, information technology, and statistics.

The Committee will provide advice and recommendations addressing census policies, research and methodology, tests, operations, communications/messaging, and other activities to ascertain needs and best practices to improve censuses, surveys, operations, and programs.

The Committee will provide advice and recommendations on internal and external working papers, reports, and other documents related to the design and implementation of census programs and surveys.

The Committee will function solely as an advisory body and shall comply fully with the provisions of the FACA.

- 4. Description of Duties.** The Committee will provide scientific and technical expertise from the following disciplines: demographics, economics, geography, psychology, statistics, survey methodology, social and behavioral sciences, information technology, computer science and engineering, marketing, and other fields of expertise, as appropriate, to address Census Bureau program needs and objectives.
- 5. Agency or Official to Whom the Committee Reports.** The Committee will report to the Director of the Census Bureau.
- 6. Support.** The Census Bureau will provide support for the Committee.

- 7. Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the Committee is estimated at \$313,325 per year, which includes 1.5 person-years of staff support.

The Census Bureau will not compensate members of the Committee for their services but shall, upon request, reimburse travel expenses as authorized by 5 U.S.C. § 5703.

- 8. Designated Federal Officer.** The Director will appoint a full-time or permanent part-time employee to serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the Committee's and subcommittees' meetings, prepare and approve all the meeting agendas, attend all Committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of the Census Bureau.
- 9. Estimated Number and Frequency of Meetings.** The Committee will convene approximately twice per year, budget and environmental conditions permitting. The Committee will use formal advisory committee meetings, webinars, net conferences, working groups, and other means of review to accomplish its goals, consistent with the requirements of FACA.
- 10. Duration.** Continuing.
- 11. Termination.** The Committee will terminate two (2) years from the date of its charter's filing with the standing committees of the Senate and the House of Representatives having legislative jurisdiction of the agency unless it is terminated earlier or renewed by proper authority.
- 12. Membership and Designation.** The Committee will consist of up to 21 members who are appointed by and serve at the discretion of the Director of the Census Bureau. Members will be selected on a standardized basis, in accordance with applicable U.S. Department of Commerce guidance.

Members generally will serve an initial three-year term. All members will be evaluated at the conclusion of their initial term with the prospect of renewal, pending Committee needs. Active attendance and participation in meetings and activities (e.g., conference calls and assignments) will be factors considered when determining term renewal or membership continuance. Members may be appointed for a second, three-year term at the discretion of the Director.

Should a member be unable to complete a three-year term, a new member may be selected through the established process to complete that term for the duration of the time remaining for that term. If the time remaining on the vacated seat exceeds 1.5 years, then the new member may serve only one additional three-year term after completing the remaining term of the vacancy at the discretion of the Director. If the time remaining on the vacated seat is

less than 1.5 years, then the new member may serve two additional three-year terms after completing the remaining term of the vacancy at the discretion of the Director.

The Director of the Census Bureau will appoint the Chair to a one-year term. At the Director's discretion, the Chair can be appointed to additional terms.

Membership is open to persons who are not seated on other Census Bureau stakeholder entities (i.e., State Data Centers, Census Information Centers, Federal State Cooperative on Populations Estimates Program, other Census advisory committees, etc.). Members who have served on another Census Bureau advisory committee may not be reappointed or serve on the Bureau of the Census Scientific Advisory Committee until at least three years have passed from the termination of previous service.

Members will serve as "Special Government Employees" (SGEs) as defined in Title 18 of the U.S. Code, section 202. SGEs are appointed for their individual expertise and experience and are subject to conflict of interest laws and regulations, including (but not limited to) the obligation to annually file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) and complete ethics training. Members will be individually advised of the capacity in which they will serve through their appointment letters. Members serve in a personal capacity and are selected from academia, public and private enterprise, and nonprofit organizations, which are further diversified by business type or industry, geography, and other factors. No full-time or permanent part-time officer or employee of the Federal Government can serve as a member of the Committee.

The Committee aims to have a balanced representation among its members, considering such factors as geography, scientific expertise, community involvement, and knowledge of census programs and/or activities, and, where possible the Census Bureau will also consider the ethnic, racial, and gender diversity and various abilities of the United States population. Individuals will be selected based on their expertise in specific areas as needed by the Census Bureau and specified in the Federal Register Notice call for nominations.

Members shall not reference or otherwise utilize their membership on the Committee in connection with public statements made in their personal capacities without a disclaimer that the views expressed are their own and do not represent the views of the Committee, the Census Bureau, the Department of Commerce, or the U.S. Government.

- 13. Subcommittees.** The Census Bureau may create such subcommittees (or working groups), composed of committee members, as may be necessary, pursuant to the provisions of FACA, the FACA implementing regulations, and applicable U.S. Department of Commerce guidance. Any subcommittees (or working groups) must report back to the Committee and must not provide advice or work products directly to the agency.

14. Recordkeeping. The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee, will be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. § 552, records presented to or prepared for or by the Committee are available for public inspection.

15. Filing Date. The charter is filed on the date indicated below.

JEREMY PELTER Digitally signed by JEREMY
PELTER
Date: 2024.03.14 16:40:47 -04'00'

3/14/2024

Deputy Assistant Secretary for Administration
performing the non-exclusive functions and duties
of the Chief Financial Officer and Assistant Secretary
for Administration

Date

Filing Date