

do
don't

For NAC Members

NAC Member Do's

NAC MEMBERS MAY:

- ✓ Provide *collective, consensus advice* to the Census Bureau through the NAC
- ✓ Submit individual advice/recommendations to NAC Chair/Co-Chair for deliberation by the *entire NAC membership*
- ✓ Hold meetings with Census staff for purposes of *obtaining administrative information and engaging in fact gathering*
- ✓ Request to speak with Census subject matter experts (SMEs) by way of the DFO and NAC Coordinator
- ✓ Copy the DFO (Nancy Bates) and NAC Coordinator on *all correspondence* with SMEs and Census Bureau staff

NAC Member Do's

NAC MEMBERS MAY:

- ✓ Provide dissenting votes/views from the NAC's final deliberations (unanimity is not required and dissenting views may be provided)
- ✓ Provide formal recommendations to Census Bureau via written workgroup reports which the Chair/Vice-Chair will present to the *entire NAC* for deliberation at an open meeting
- ✓ Volunteer for workgroups as a way to provide expertise on critical matters being worked on by the NAC at the request of the Census Bureau

NAC Member Do's

NAC MEMBERS MAY:

- ✓ Report out workgroup findings/recommendations to the *entire NAC* for deliberation at a NAC meeting
- ✓ Invite SMEs external to the NAC to present at workgroup meetings
- ✓ Hold NAC member only workgroup meetings to prepare preliminary workgroup findings and recommendations
- ✓ Recuse oneself from deliberations that may result in unfair advantage/knowledge regarding non-public matters before the Census Bureau

NAC Member Don'ts

NAC MEMBERS MAY NOT:

- ✗ Provide *individual*-member advice or recommendations *directly* to the Director, subject matter experts, or other Census Bureau staff
- ✗ Provide recommendations or advice to SMEs *during the course of workgroup meetings*
- ✗ *Directly contact SMEs* (e.g. phone or email) for purpose of setting up a meeting or information gathering
- ✗ Submit topics for new workgroups directly to the Director or SMEs
- ✗ Request meetings with SMEs (outside a formal meeting) to offer advice/recommendations

Questions?

Reach out.

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- Advisory Committee Branch Chief: Tara Dunlop, tara.t.dunlop@census.gov (301) 763-5222
- NAC Coordinator: Anna Owens, anna.m.owens@census.gov (301) 763-6164