

National Advisory Committee on Racial, Ethnic, and Other Populations (NAC) Federal Advisory Committee Act (FACA) Summary

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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
- 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
- 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 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

*Consensus does not mean unanimity. It means majority and that we allow for dissent.

**We will make every effort to put you in touch with a SME within 48 hours of your request.

NOTE: Additional guidance is available in the NAC Standard Operating Procedures.

Last updated: November 2015