U.S. DEPARTMENT OF COMMERCE
Charter of the
BUREAU OF THE CENSUS SCIENTIFIC ADVISORY COMMITTEE

1. **Committee's Official Designation.** Bureau of the Census Scientific Advisory Committee

2. **Authority.** The Secretary of Commerce established the Census Advisory Committee of Professional Associations in February 1994 under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2, with the General Service Administration's concurrence. In April 2010, the committee was rechartered under the name of "Bureau of the Census Scientific Advisory Committee." It has been determined that the committee's continuance is in the public interest in accordance with the duties imposed by law on the Department.

3. **Objectives and Scope of Activities.** The Bureau of the Census Scientific Advisory 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, geographic, information technology, and statistics.

The committee will address 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 formal review and feedback on internal and external working papers, reports, and other documents related to the design and implementation of census programs and surveys.

The advisory 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: demography, economics, geography, psychology, statistics, survey methodology, social and behavioral sciences, Information Technology and computing, marketing and other fields of expertise, as appropriate, to address Census Bureau program needs and objectives.

The function of this committee will be a "Scientific Technical Program Advisory Board."

5. **Agency or Official to Whom the Committee Reports.** The committee will report to the Director, U.S. Census Bureau.

6. **Support.** The Census Bureau will provide staff support for the committee.

7. **Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the committee is estimated at $225,032 per year, which includes 2.0 person-years of staff support.

The Census Bureau will not compensate members of the advisory committee for their services, but shall, upon request, reimburse travel expenses as authorized by 5 U.S.C. Section 5701 et seq.

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 advisory committee meetings, prepare and approve all the meeting agendas, attend all committee 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 meet once or twice a year, budget 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. Membership and Designation. The committee will consist of up to 21 members who serve at the discretion of the Director, U.S. Census Bureau. Members will be appointed by the Director, U.S. Census Bureau. Members will be selected on a standardized basis, in accordance with applicable U.S. Department of Commerce guidance.

Members will serve for a three-year term. All members will be reevaluated at the conclusion of each term with the prospect of renewal, pending advisory 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.

Members will serve as either "Special Government Employees" (SGEs) or "Representatives." SGEs will be subject to the ethics rules applicable to SGEs.

Should a committee member be unable to complete a three-year term, a new member may be selected to complete that term for the duration of the time remaining or begin a new term of three years.

The Director of the Census Bureau will appoint the Committee Chair to a one-year term. The Chairperson may be appointed for additional terms.

The Committee Chair will consult with the Census Bureau to identify agenda topics, meeting discussants, and address Committee recommendations.

Members who have served on one Census Bureau Advisory Committee may not be reappointed or serve on the Census Scientific Advisory Committee until at least three years have passed from the termination of previous service.

Committee members are from academia, private enterprise, and nonprofit organizations, which are further diversified by business type or industry, geography, and other factors. The committee aims to have a balanced representation among its members, considering such factors

as geography, age, gender, race, ethnicity, scientific expertise, community involvement and knowledge of census programs and/or activities.

11. Subcommittees. The Census Bureau may establish such subcommittees, composed of committee members, as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable U.S. Department of Commerce guidance.

12. Recordkeeping. The records of the committee, formally and informally established subcommittees, or other subgroups of the committee shall be handled in accordance with General Records Schedule 26, Item 2, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. Section 552.

13. Duration/Termination. This charter will terminate two years from the date of its filing with the appropriate United States Senate and U.S. House of Representatives Oversight Committees, unless it is terminated earlier or renewed by proper authority.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration

3/18/14

Filing Date