



# Committee Checklist

**Once you have met the dollar threshold or you have decided to form a committee, use the following steps to help you stay in compliance with the MEC:**

Select a committee name incorporating the last name of candidate (if a candidate committee).

Select a treasurer who is a resident of the district or county in which the committee sits. Committee may also have a deputy treasurer. Candidate can serve as treasurer.

Open an official committee bank account using the name of the committee as it will be registered with the MEC.

Complete the *Statement of Committee Organization* and submit to the MEC. NOTE: Local campaign committee for ballot measure, must mail *Statement of Committee Organization* to local election authority.

MEC filers should read **all** emails sent from the MEC to stay up-to-date on all filing deadlines.

Research and establish a plan for proper record-keeping.

Review contribution limits and restrictions on receiving and making contributions.

Watch MEC tutorials, view educational brochures, and register for training.

Review Reporting Calendars and add deadlines to a personal calendar that will send reminders. Print a copy of the Deadlines and Reminders for your specific election from the MEC website.

File all required reports by the deadlines to avoid late fees.

## After the Election:

### Unsuccessful Candidates:

If the committee has more money on hand than debt, terminate within 30 days of the election and file a *Termination Report*. Close committee bank account, resolve debt, disburse remaining funds

If the committee has more debt than money on hand, can amend to a Debt Service Committee.

Unsuccessful incumbents should contact the MEC.

### Successful Candidates:

File a *30 Day After Election Report* before being sworn-in.

Keep the committee open and amend to the next election date on the *Statement of Committee Organization* to continue receiving reminders and notifications from the MEC.

Terminate the committee (optional).



# MEC

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