

-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 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 next election date on the *Statement of Committee Organization* form to continue receiving contributions (you may use committee funds for necessary expenses for the duties of the office).
- Terminate the committee (optional).

View our [Campaign Finance](#) publications and [FAQs](#) for more information.