County Committee Organizer's Toolkit

This toolkit provides practical guidance for establishing and operating a county central committee for a newly recognized political party in Missouri.

1. Committee Formation

• Recruit at least two committed members to serve as officers (Chair, Treasurer).
• Hold an organizing meeting to adopt temporary rules.
• File necessary paperwork with the Missouri Ethics Commission.

- Statement of Committee Organization (CO-1): https://www.mec.mo.gov/WebDocs/PDF/Fillable/CampaignFinance/CO1.pdf
- Committee Registration Packet: https://www.mec.mo.gov/WebDocs/PDF/Fillable/CampaignFinance/Committee_Registration_Packet_12_2016.pdf
- When to Form & Register a Committee – MEC Guide: https://www.mec.mo.gov/webdocs/pdf/campaignfinance/forming_registering_committee.pdf
- MEC Committee Resources: https://mec.mo.gov/mec/Candidate_Central/Committee%20Resources.aspx

2. Roles and Responsibilities

• Chair: Leads meetings, represents the committee publicly.
• Vice Chair: Assists Chair and fills in when absent.
• Treasurer: Handles finances, files required MEC reports.
• Secretary: Keeps minutes, manages correspondence.

3. Building Membership

• Connect with existing grassroots organizations in your county.
• Host informational meetings and outreach events.
• Maintain an up-to-date membership list.

4. Fundraising and Compliance

• Organize small-dollar fundraisers like dinners, raffles, or online donation drives.
• Record all contributions and expenditures for MEC compliance.
• File timely reports to maintain good standing.

5. Coordinating with the State Party

• Participate in state conventions and leadership meetings.
• Share information about local candidates and issues.
• Align messaging with state party goals while maintaining local autonomy.

6. Election Readiness

• Recruit and train poll watchers.
• Support vetted candidates for local offices.
• Coordinate get-out-the-vote efforts.

[This toolkit is for organizational purposes only and does not replace legal or financial advice.]