

## ***AT A GLANCE...***

- ⇒ Each transition committee must file a Statement of Organization within 10 days of organization.
- ⇒ The treasurer of each transition committee must file electronically Reports of Receipts and Expenditures on or before the filing dates prescribed by The Campaign Finance Act.
- ⇒ No person, including a business contributor, may make any contribution to or for a transition committee which, and the Mayor shall not receive any contribution from any person which, when aggregated with all other contributions received from such person, exceeds \$2,000 in an aggregate amount.
- ⇒ Any balance in the transition committee fund must be transferred only to a nonprofit organization or to a Constituent-Service Program.
- ⇒ A transition committee must terminate no later than 45 days from the start of the term of new Mayor or Chairman.

DO NOT HESITATE TO CONTACT US

### **Cecily E. Collier-Montgomery Director**

William O. Sanford  
General Counsel  
william.sanford@dc.gov

Renee Coleman-Rollins  
Audit Manager  
renee.coleman@dc.gov

Wesley Williams  
Public Information Manager  
wesleyw.williams@dc.gov

Nadine Journiette  
Administrative Officer  
nadine.journiette@dc.gov

Deloris Ramsey  
Supervisory Training Officer  
deloris.ramsey3@dc.gov

**D.C. OFFICE OF CAMPAIGN FINANCE**  
2000 14TH STREET N.W., SUITE 433  
WASHINGTON, D.C. 20009  
(202) 671-0547

Website: [www.ocf.dc.gov](http://www.ocf.dc.gov)  
E-mail: [ocf@dc.gov](mailto:ocf@dc.gov)



## **Transition Committees**

**VOLUNTARY COMPLIANCE THROUGH  
EDUCATION AND DISCLOSURE**

## Organization of Transition Committees

A transition committee means any person, or group of persons, organized for the purpose of soliciting, accepting, or expending funds for office and personnel transition on behalf of the Chairman of the Council or the Mayor.

A transition committee is deemed "organized" when any person, or group of persons, formally agree, orally or in writing, to solicit, accept, or expend funds for office and personnel transition on behalf of the Chairman of the Council or the Mayor.

**Note: No Transition Committee may be organized if an appropriation has been approved for transition purposes.**

## Registration and Training Requirements of Transition Committees

Each transition committee must file with the Director of Campaign Finance a Statement of Organization within 10 days after its organization. In the Statement of Organization, a transition committee must list a chairman and a treasurer, and may elect to list a designated agent.

Any change in information previously submitted in a Statement of Organization must be reported to the Office of Campaign Finance within the 10-day period following the change.

The treasurer of each transition committee must attend mandatory in person training in the Office of Campaign Finance within fifteen(15) calendar days of filing the Acceptance of Treasurer form.

## Reporting Requirements for Transition Committees

The treasurer of each transition committee must electronically file a Report of Receipts and Expenditures on the 10th day of March, June, August, October, and December in the seven (7) months preceding the date on which, and in each year during which an election is held, for which the candidate seeks office and the committee supports a candidate for office, and on the 8th day preceding the date of the election, and on the 31st day of January of each year.

Reports must also be filed on July 31st of each nonelection year.

## Contributions to Transition Committees

No person, including a business contributor, may make any contribution to a Mayoral transition committee, and the Mayor shall not receive any contribution from any person which, when aggregated with all other contributions received from such person, exceeds two thousand dollars (\$2,000) in an aggregate amount; and

No person, including a business contributor, may make any contribution to a Council Chairman transition committee, and the Council Chairman shall not receive any contribution from any person

which, when aggregated with all other contributions received from such person, exceeds one thousand dollars (\$1,000) in an aggregate amount.

The transition committee contribution limitations do not apply to contributions made by the Mayor or the Chairman of the Council for the purpose of funding their respective transition committees within the District of Columbia.

## Fund Balance Requirements of Transition Committees

Any remaining funds of the transition committee must be transferred only to a non-profit organization within the meaning of section 501 (c ) of the Internal Revenue Code, operating in good standing in the District of Columbia for a minimum of one calendar year before the date of any transfer, or to a Constituent-Service Program.

## Duration of Transition Committees

A transition committee must terminate no later than 45 days from the beginning of the term of the new Mayor or of the Council Chairman, except that the transition committee may continue to accept contributions necessary to retire the debts of the committee.

If a transition committee that has filed at least one (1) Statement of Organization disbands or determines that it will no longer receive contributions or make expenditures during a calendar year, it must notify the Director immediately and file a final Report of Receipts & Expenditures.