



**COMMONWEALTH OF  
VIRGINIA STATE EMERGENCY MEDICAL SERVICES  
ADVISORY BOARD  
BYLAWS**

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Approved November 7, 2025

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## ARTICLE I. AUTHORITY

The State Emergency Medical Services Advisory Board is established in the executive branch pursuant to [§ 32.1-111.4:1](#) of the Code of Virginia.

### Section A. General Responsibilities

The Emergency Medical Services Advisory Board (hereafter referred to as "Advisory Board") provides advice and counsel regarding methods and procedures for planning, developing, and maintaining a statewide emergency medical services (EMS) system to the Office of Emergency Medical Services (OEMS) and the State Board of Health.

#### **Other responsibilities include but are not limited to:**

1. Advising on the administration of Title 32.1, Chapter 4, Article 2.1 of the Code of Virginia.
2. Reviewing and making recommendations on the statewide emergency medical services plan, and any revision thereto.
3. Review, on a schedule as it may determine, reports on the status of all aspects of the statewide EMS system, including the Financial Assistance and Review Committee, the Rescue Squad Assistance Fund, the regional EMS councils, and the EMS vehicles, submitted by the OEMS.
4. Reviewing the annual report of the Virginia Association of Volunteer Rescue Squads, as required by [§ 32.1-111.13](#).
5. Providing information on the EMS system to the Governor, state legislators and local officials.
6. Maintaining a process for accepting nominees from the EMS Community for the EMS Representative to the State Board of Health and the subsequent process of selecting, recommending, and submitting three (3) names to the Governor for his consideration in the appointment to the Board.
7. Performing other duties and responsibilities as requested by the Governor, State Board of Health, State Commissioner of Health, or the OEMS.

## ARTICLE II. MEMBERSHIP

The Advisory Board shall be composed of 28 members, appointed by the Governor as follows:

1. One representative each from the:
  - a. Virginia Municipal League
  - b. Virginia Association of Counties
  - c. Virginia Hospital and Healthcare Association
  - d. And each of the 11 regional emergency medical services councils
2. One member each from the:
  - a. Medical Society of Virginia
  - b. Virginia Chapter of the American College of Emergency Physicians
  - c. Virginia Chapter of the American College of Surgeons
  - d. Virginia Chapter of the American Academy of Pediatrics

- e. Emergency Nurses Association or the Virginia Nurses' Association
- f. Virginia State Firefighters Association
- g. Virginia Fire Chiefs' Association
- h. Virginia Ambulance Association
- i. Virginia Association of Governmental Emergency Medical Services Administrators
- j. Virginia Association of Public Safety Communications Officials

3. Two representatives of the Virginia Association of Volunteer Rescue Squads, Inc.
4. One Virginia professional firefighter
5. One consumer who shall not be involved in or affiliated with EMS in any capacity.

**Membership Roster:** Annually, each member will receive a copy of the Advisory Board roster from the Office of Emergency Medical Services (OEMS) and any corrections / changes thereto.

## ARTICLE III. RESPONSIBILITIES OF MEMBERS

### Section A. Voting

Each member will have one (1) vote. Proxy votes are not permitted.

### Section B. Attendance

The OEMS will record the attendance of all members at each Advisory Board meeting. The Chair of each committee, subcommittee, and workgroup is responsible for recording attendance at their respective meetings. Members who are unable to attend a meeting of the Advisory Board, committee, subcommittee, or workgroup will notify the respective Chair or OEMS.

The respective Chair will determine whether the absence is excused, based upon the reasons indicated by the member. The Chair will note members with two (2) consecutive unexcused absences of regular meetings of such board, committee, subcommittee, and workgroup, and notify the organization the individual represents, where applicable.

### Section C. Committee Service

Each Advisory Board member is expected to serve on at least one (1) committee of the Advisory Board. Attendance at such committee meetings will be monitored as outlined in Article III. Section B.

### Section D. Compensation

The members of the Advisory Board are not eligible to receive compensation. Members are eligible for the reimbursement of expenses incurred in the performance of their Advisory Board duties.

### Section E. Statement of Economic Interest

Each member is responsible for completing a Statement of Economic Interest with the Secretary of the Commonwealth and for maintaining current contact information with the OEMS.

### Section F. Fiscal Year Definition

The fiscal year of the Advisory Board will begin on July 1 and end June 30, the following calendar year.

## Section G. Conflict of Interest

All members of the Advisory Board and its committees are required to adhere to the laws of the Commonwealth of Virginia regarding conflicts of interest as detailed in [§ 2.2-3100](#) et seq. of the Code of Virginia.

## Section H. Virginia Freedom of Information Act.

All members of the Advisory Board and its committees and subcommittees are required to adhere to the laws of the Commonwealth of Virginia regarding the Virginia Freedom of Information Act that are detailed in [§ 2.2-3700](#) et seq. of the Code of Virginia.

# ARTICLE IV. OFFICERS

## Section A. Elections and Term of Office

1. Election of Officers and Chairs of standing committees will occur at the last regular meeting of each calendar year.
2. Officers and Chairs of standing committees shall serve a term of one year or until their successor is elected.
3. The Advisory Board Executive Committee Officers will be a Chair, Vice-Chair, three (3) coordinators, and two at-large members. Any member is eligible to be an Officer.

## Section B. Duties of the Chair

1. The Chair will preside over all Advisory Board and Executive Committee meetings.
2. The Chair will preserve order and regulate debate according to parliamentary procedure.
3. The Chair will establish subcommittees necessary to perform the work of the Advisory Board.
4. The Chair will be an ex-officio member of all committees and subcommittees.
5. The Chair shall serve as liaison between the Executive Committee and the Advisory Board.
6. The Chair will interact with outside agencies or entities on behalf of the Advisory Board.
7. In the absence or inability of the Chair and Vice Chair, the Administrative Coordinator, Patient Care Coordinator, and Trauma System Coordinator, in this order of succession, shall discharge all the duties of the Chair.

## Section C. Duties of the Vice-Chair

1. The Vice Chair, in the absence or inability of the Chair, will discharge all the duties of the Chair.
2. The Vice Chair, upon direction of the Chair, will serve as liaison to outside agencies or entities and perform other duties as assigned by the Chair.

## Section D. Duties of the Coordinators

1. In general, the Administrative, Patient Care, and Trauma System Coordinators shall oversee the activities of the committees assigned to them for the purpose of ensuring that their activities are aligned with the EMS Strategic Plan.
  - a. Administrative Coordinator shall oversee the activities of the Rules and Regulations, Emergency Management, and EMS Workforce Resilience Committees, and any workgroups created under these committees.

- b. Patient Care Coordinator shall oversee the activities of the Medical Direction Committee, Training and Certification Committee, and any workgroup created under these committees.
  - c. Trauma System Coordinator shall oversee the activities of the Trauma Administrative and Governance, and any workgroup created under these groups.
2. Coordinators shall also maintain communication among all activities to ensure the strategic alignment of the committees and workgroup's collective work.

## ARTICLE V. OFFICE OF EMERGENCY MEDICAL SERVICES (OEMS)

The Office of Emergency Medical Services (OEMS) will provide staff to support the Advisory Board in the performance of its duties, which will include but is not limited to:

1. Recording and publishing the official minutes of all Advisory Board meetings.
2. Maintaining the rosters of the Advisory Board, committees, and workgroup.
3. Posting notices of all scheduled meetings of the Advisory Board on the Commonwealth Calendar and other appropriate sites in accordance with [Chapter 37](#) of the Code of Virginia.

## ARTICLE VI. MEETING SCHEDULE, NOTICES, QUORUM, AND AGENDA

### Section A. Meetings

The Advisory Board will meet in public sessions as frequently as required to perform its duties, but not less than four (4) times per year. A special meeting may be convened at the request of the Governor Advisory Board Chair, Director of the OEMS, State Health Commissioner, Secretary of Health and Human Resources, or by one-third (1/3) of the members.

### Section B. Notice of Public Meeting

Written notice will be given for all meetings of the Advisory Board. For all regularly scheduled meetings, at least ten (10) days' notice is required.

### Section C. Quorum

A simple majority of the members of the Advisory Board will constitute a quorum. A quorum is required to take any formal action.

A simple majority vote will be required to take formal action except as otherwise noted within this document. Such majority is determined by the number of members present and voting at the time of the vote.

### Section D. Agenda

An agenda will be published by the OEMS and provided to the Advisory Board members for all Advisory Board meetings.

## Section E. Minutes of Meetings

1. The OEMS will be responsible for maintaining an official copy of the approved Advisory Board minutes. Their representative shall be designated the Recording Secretary. The Chair of each committee is responsible for maintaining an official copy of the approved minutes of their respective meetings.
2. All workgroup tasks, action items, and recommendations will be brought back to the committee that created the workgroup for action at their next scheduled committee meeting.

## Section F. Public Participation

With permission of the Chair, non-board members may address the board.

## ARTICLE VII. PARLIAMENTARY PROCEDURE

All meetings of the Advisory Board and its associated committees, subcommittees, and workgroups shall be conducted in accordance with the latest edition of Roberts Rules of Order.

The Chair may appoint a parliamentarian.

## ARTICLE VIII. COMMITTEES AND WORKGROUPS

### Section A. General Committee Responsibilities

1. All committees and workgroups shall meet as necessary to perform the duties and responsibilities of the committee.
2. All committees and workgroups shall maintain communications with their respective coordinators.
3. All committees and workgroups are responsible for identifying and making recommendations regarding public illness and injury prevention.
4. All committees and workgroups are responsible for identifying and making recommendations regarding funding of EMS system components.

### Section B. Standing Committees

#### **Executive Committee**

1. The Executive Committee will be composed of the Chair, Vice Chair, the three (3) Coordinators, and two members at large. The EMS Representative to the State Board of Health shall serve as an ex officio member.
2. The Executive Committee will have general supervision of the affairs of the Advisory Board between regular meetings, which, except when the Governor shall declare a state of general emergency, shall be subject to ratification by the Advisory Board. This supervision shall include the approval of each committee's organizational structures and membership and the monitoring of the progress of the EMS Strategic Plan.

#### **Financial Assistance Review Committee (FARC)**

1. The FARC is responsible for recommending to the Commissioner of Health monetary awards as stipulated in the Code of Virginia, Section [32.1-111.12](#). Membership, authority, and

responsibilities are stipulated in the Code of Virginia.

2. FARC will report biannually, after each funding cycle, the number of grant applications received, the total costs of grant applications funded, the number of grant applications denied funding, the total costs of grant applications denied funding, and the nature of the denied requests and the reasons for denying funding, to the Advisory Board and the Commissioner.

## **Administrative**

1. **Rules & Regulations Committee:** The Rules and Regulation Committee is charged with ensuring the system's regulations are reflective of the needs and operation of EMS agencies and to aid in ensuring there is high quality service delivery within the Commonwealth. This is accomplished by environmental monitoring and collecting input related to the Rules and Regulations. The Committee will also be responsible for developing regulations because of new or revised legislation and/or Code changes at the Federal and State level.
2. **Emergency Management Committee:** The Emergency Management Committee, through the Advisory Board, shall focus on providing recommendations and guidance for EMS agencies in Virginia to enhance and assist in their development and incorporation of strategies for approaching the four phases of emergency management and using those phases to best prepare and respond as an EMS agency. The committee will also assist the Virginia Office of Emergency Medical Services in the development and revision of Emergency Management Training Programs that focus on the pre- hospital area of EMS and emergency management.
3. **EMS Workforce Resilience Committee:** The EMS Workforce Resilience Committee reviews, develops, and recommends recruitment, retention, leadership and management programs and services designed to help EMS agencies maintain and increase their human resources to deliver prompt, high quality emergency medical care while meeting the emergency medical services demands and expectations of the communities they serve. The EMS Workforce Resilience Committee will recommend policies and practices for the development of EMS provider health and safety programs, including physical and mental health and wellness, peer support, and critical incident stress management (CISM).

## **Patient Care**

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1. **Medical Direction Committee:** The Medical Direction Committee will review and recommend guidelines and/or standards to assist EMS agencies, providers, and physicians with medical procedures. It shall provide guidance to the EMS system with medical oversight, specifically in the areas of protocols, on-line medical direction, system audits, quality improvement and the improvement of patient care.
2. **Training & Certification Committee:** The Training and Certification Committee will, in collaboration with the Medical Direction Committee and other stakeholders, promote quality educational, operational, and other affiliated aspects related to the enhancement of the EMS profession across the Commonwealth. The committee will review and recommend changes to policies and regulations affecting the training and certification of pre-hospital providers, including procedures and guidelines for each level of certification and standardized education and testing curricula; training and continuing education requirements and improvements; monitoring of EMS training programs; Quality Assurance, Quality Improvement, and Accreditation of EMS Educational Programs.

## Trauma System

1. **Trauma Administrative and Governance Committee (TAG):** Utilizing a public health approach, the Trauma Administrative and Governance Committee will maintain an inclusive system that ensures that when the severity and incidence of trauma cannot be decreased, all injured persons within the Commonwealth have rapid access to optimal, equitable, efficient specialized trauma care to prevent further disability. The EMS Advisory Board's Trauma System Coordinator will serve as chair of the Trauma Administrative and Governance Committee.

## Section C. Ad Hoc Committees, Subcommittees, and Workgroups

1. The Advisory Board Chair will implement Ad-Hoc Committees, Subcommittees, and Workgroups as needed to complete the business of the Governors' Advisory Board unless otherwise specified in the bylaws. These committees, subcommittees, and workgroups will report out all action items, work, and recommendations to the Executive Committee and the Governors' Advisory Board unless otherwise specified in the bylaws.

## Section D. Committee and Workgroup Management

Unless otherwise specified by the Code of Virginia, the Chair of each committee will be elected from the membership of the Advisory Board. Members of the workgroups may be appointed-from other qualified citizens of the Commonwealth of Virginia. In general, all issues brought before the Advisory Board will be referred to the appropriate committee for review and recommendation before the Executive Committee and/or Advisory Board will act.

1. The Chair of each committee, in consultation with his/her Coordinator, and with approval of the Executive Committee, will annually appoint the membership of the committee. Consideration shall be given to diverse geographic representation from the entire state, inclusion of the system's stakeholders, and committee continuity. Alternates are not permitted.
2. Committee membership will be limited to ten (10) members unless approved by the Executive Committee or stipulated in the Code of Virginia.
3. Each Committee shall elect a Vice Chair from the Committee membership. The Vice Chair, in the absence of the Committee Chair, will discharge all duties of the Chair.
4. The Chair of each committee and workgroup, in consultation with his/her Coordinator, shall make recommendations on committee and workgroup organizational structure to the Executive Committee for approval.
5. The Committee or Workgroup Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to the OEMS following the meeting.
6. The Chair of each committee or workgroup will pay special attention to minimizing the financial obligations of the Commonwealth to support the activities of the committee.
7. The Chair of each committee will submit a report of the prior fiscal year's activities to the Vice- Chair of the Executive Committee at the end of each fiscal year.
8. Workgroup members will be recommended by the Committee and approved by the coordinator.
9. Committee members shall serve three (3) year terms with a limit of two consecutive terms.
10. Ex-Aficio (non-voting) members of a committee are allowed at the discretion of the Executive Committee. These members may be subject matter experts required to complete the work of the Advisory Board.

## ARTICLE IX. AMENDMENT OF BYLAWS

Any proposed change to the existing bylaws shall be submitted in writing to the Advisory Board members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

The Bylaws were amended on November 17, 2023 – to reflect changes to terminology from "Medevac" to "Air Medical" on pages 5 and 8.  
The Bylaws were amended on November 7, 2025 – reflecting changes to standing committees and workgroups.