

Virginia Office of Emergency Medical Services
Emergency Medical Services for Children (EMSC) Committee

Virginia Partnership

Bylaws

Approved: May 5, 2026

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ARTICLE I. AUTHORITY

Within the *Code of Virginia*, specifically § 32.1-111.3, Statewide Emergency Medical Services Plan; Trauma Triage Plan; Stroke Triage Plan, it states in part,

“14. Establishing a statewide program of emergency medical services for children to provide coordination and support for emergency pediatric care, availability of pediatric emergency medical care equipment, and pediatric training of health care providers;”

Section A. General Responsibilities

The 2023 HRSA Emergency Medical Services for Children Performance Measures within Performance Evaluation I, require the permanence of the EMSC for each state. The EMSC Committee ensures the priorities of the Federal EMSC Program are addressed. In addition, the EMSC committee assists with strategic planning, obtaining buy-in from state/jurisdiction leadership to effect system change, and ensuring that family issues are not overlooked.

ARTICLE II. MEMBERSHIP

1. Membership for the EMSC Committee shall be at minimum the following positions:
 - Physician with Pediatric training
 - Nurse with emergency pediatric experience
 - Emergency Physician
 - EMT or Paramedic who is currently a practicing, ground-level prehospital practitioner
 - State EMS office representative
 - EMSC Project Director
 - EMS Program Manager
 - Family Representative

2. In addition, the 2023 HRSA Emergency Medical Services for Children Performance Measures reference manual also identify additional community partners for potential inclusion to include (but not limited to):
 - Hospital association representative
 - EMS data manager
 - School nurse
 - Ambulance association representative
 - Fire-based EMS representative
 - MCH Title V representative
 - Child death review representative
 - State Trauma Manager
3. Unique to Virginia’s EMS system design, consideration should be given to continue having a representative of the Virginia’s EMS Council regions.
4. Consideration should also include representatives from each designated Children’s Hospitals.

Section A. Term Limits

Unless dictated by HRSA contract, membership to the EMSC committee will be for a three-year term, renewable once for a second consecutive term (no more than six (6) year’s total. Membership terms are to be staggered in-as-much-as possible to avoid interruption in the continuity of the EMS program objectives.

ARTICLE III. RESPONSIBILITIES OF MEMBERSHIP

Section A. Voting

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

Section B. Attendance

The Office of Emergency Medical Services will record the attendance of all members at each EMSC Committee meeting. The Chair of each subcommittee and workgroup is responsible for recording attendance at their respective meetings. Members who are unable to attend a meeting of the EMS Committee, subcommittee, or workgroup will notify the respective Chair or the Office of Emergency Medical Services. 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 from regular meetings of such EMSC Committee, subcommittee, and workgroup, and notify the organization the individual represents, where applicable.

Section C. Compensation

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

Section D. Conflicts of Interest

All members of the EMSC Committee 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 E. Virginia Freedom of Information Act

All members of the EMSC Committee, 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. Election and Terms of Office

Elections will be held annually among the committee membership for the positions of Chair and Vice-Chair. Each position can be held for no more than three (3) consecutive terms without at least one year break between terms.

Section B. Duties of the Chair

1. The Chair will preside over all EMSC 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 EMSC Committee.
4. The Chair will be an ex-officio member of all committees and subcommittees.
5. The Chair will interact with outside agencies or entities on behalf of the EMSC Committee.

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.

ARTICLE V. OFFICE OF EMERGENCY MEDICAL SERVICES

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

1. Recording and publishing the official minutes of all EMSC Committee meetings.
2. Maintaining the rosters of the EMSC Committee, subcommittees, and workgroup.

ARTICLE VI. MEETING SCHEDULE, NOTICES, QUORUM, and AGENDA

Section A. Meetings

Meetings are to be held in accordance with the prescribed meeting schedule as identified in the 2023 HRSA Emergency Medical Services for Children Performance Measures document. Meetings are to be scheduled for a minimum of four (4) times a year. These meetings can be virtual or in-person.

Section B. Notice of Public Meetings

Written notice will be given for all meetings of the EMSC.

Section C. Quorum

A quorum shall consist of no less than 50 % of the voting membership present. 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.

Section D. Agenda

An agenda will be published by the Office of Emergency Medical Services and provided to the EMSC Committee for all EMSC Committee meetings.

Section E. Minutes of Meetings

1. The Office of Emergency Medical Services will be responsible for maintaining an official copy of the approved EMSC Committee minutes.

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-committee members may address the EMSC Committee.

ARTICLE VII. PARLIMENTARY PROCEDURE

All meetings of the EMSC Committee and its associated 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. AD HOC COMMITTEES, SUBCOMMITTEES, and WORKGROUPS

Section A. Committee and Workgroup Management

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

Section B. Committee and Workgroup Management

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

1. The Chair of each subcommittee 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 Chair 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 EMSC Chair 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. Workgroup members will be recommended by the Committee and approved by the EMSC Chair.
8. Committee members shall serve three (3) year terms with a limit of two consecutive terms.
9. Ex-Officio (non-voting) members of a committee are allowed at the discretion of the EMSC Chair. These members may be subject matter experts required to complete the work of the EMSC Committee.

ARTICLE IX. AMENDMENTS OF BY LAWS

Any proposed change to the existing bylaws shall be submitted in writing to the EMSC Committee 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 majority vote of all members is needed to pass the proposed amendment.