

**BY-LAWS OF JEWISH COMMUNITY RELATIONS COUNCIL**  
**A Standing Committee of the**  
**JEWISH FEDERATION OF GREATER PORTLAND**  
**Adopted \_\_\_\_\_**

**ARTICLE I – GENERAL**

Section 1. Name. The name of this organization is the Jewish Community Relations Council, hereinafter the “JCRC.”

Section 2. Organization. The JCRC is a standing committee of the Jewish Federation of Greater Portland, hereinafter the “JFGP”, and, as such, is governed by the JFGP By-laws and Policies and Procedures. The JCRC also functions as the local member of the Jewish Council for Public Affairs (“JCPA”).

Section 3. Area of Operations. The JCRC shall conduct its operations and function in the greater Portland metropolitan area, including Multnomah, Clackamas, and Washington counties, Oregon, and Southwestern Washington, but may also conduct its operations and function in other areas to further its purpose.

Section 4. Purpose. The JCRC develops and articulates consensus positions concerning matters of public importance on behalf of its constituency. It is the public affairs coordinating and advisory body for the organized Jewish community of Portland and SW Washington. The JCRC advocates on issues of great importance to the Jewish community in the areas of social justice, civil rights, Israel and more. The JCRC seeks to promote mutual understanding among all groups in the greater community and to advance democratic pluralism, harmonious relationships, and respect for human dignity and individual rights across religious, racial, gender identity, sexual orientation, and ethnic lines. The JCRC consists of a cross-section of the Greater Portland Jewish Community representing area organizations and synagogues. The JCRC assesses current issues and develops strategies to further the interest of the Jewish community.

Section 5. Authority. The authority of the JCRC is as stated in the JFGP By-laws:

The JCRC is accountable to, and its actions shall be subject to approval of the JFGP Governing Board. The JCRC shall exercise only those powers and perform those functions as are provided for in the JFGP By-Laws or may expressly be given or assigned to it by the JFGP Governing Board.

Section 6. Powers and Duties. The JCRC shall have the following powers and duties:

- A. Promote mutual understanding among all groups in the community and further, through education and otherwise, general public acceptance and practice of the principles promoting human dignity, individual rights, and fraternal relationships across religious, racial, gender identity, sexual orientation, and ethnic lines and groups.

- B. Develop an intelligent and effective public opinion within and outside of the Jewish community on Jewish community relations issues, problems, and concerns.
- C. Safeguard, protect, and defend the civil, economic, religious, and social rights of the Jewish people
- D. Function as a coordinating and advisory body for the development and implementation of programs and policies for, and participation by, local Jewish organizations in the field of community relations
- E. Be a member of the Jewish Council for Public Affairs (JCPA) and exercise the powers and perform the duties set forth in subparagraph 6.b. above within the policies and positions adopted and maintained by the JCPA. If the JCRC wishes to adopt a position that is, in the view of the JCRC Executive Committee, either (1) not addressed by the JCPA, or (2) different from what is outlined by the JCPA, the JCRC will present that position to the JFGP Governing Board for approval.

## **ARTICLE II – MEMBERSHIP**

Section 1. Number and Composition. The voting membership of the JCRC shall consist of a chair, vice-chair, immediate past chair, representatives of local member organizations (one per organization), at least three Directors, and at least seven members from the community at large suggested by members of the JCRC and appointed by the JCRC Chair with the consent of the JFGP Chair and the JCRC Executive Committee. Such appointments shall be effective unless otherwise determined by the JFGP Governing Board. To the extent feasible, the JCRC shall include members who represent the diversity of the Jewish community. The number of the members serving on the JCRC who represent local organizations shall be no fewer than one-half of the total members of the JCRC.

In addition, the JCRC shall have the following non-voting members:

- 1. JFGP Chair (or the Chair's designee)
- 2. JFGP President (or the President's designee)
- 3. JCRC Chair, except in the event of a tie vote
- 4. Emeritus member appointed by the JFGP Chair as a member who has demonstrated exceptional value to the JCRC.
- 5. JCRC Director

### Section 2. Term of At-Large Members

- A. At-large members shall be appointed by the Chair after seeking recommendations from the JCRC Executive Committee and the JCRC Director. The JCRC strives to represent the diversity of the Jewish community.
- B. The term of all at-large members shall be for a period of one (1) year; however, no member shall be eligible to serve more than six consecutive one-year terms. Following an absence for a period of one year, an at-large member shall again be eligible to serve on the JCRC. This limitation shall not apply to any JCRC member

appointed by any organizational member or to any emeritus member. Time spent as an organizational representative shall not count against eligibility for at-large membership.

- C. General member expectations as of the date of adoption of these bylaws are set forth in Appendix C.

### Section 3. Organizational Membership

- A. Qualifications. Any independent Jewish organization or agency that is organized for charitable, educational, religious, or cultural purposes and renders or makes its services available to the entire Jewish community in or primarily in the greater Portland metropolitan area, and which has Section 501(c)(3) status under the Internal Revenue Code, may become an organizational member of the JCRC. In general, JCRC membership is open to local, non-profit Jewish organizations that have been in existence for at least one year. The JCRC membership shall determine whether an organization or agency applying for organizational membership meets these qualifications. The JCRC may be guided by the criteria that an independent organization or agency is based in the greater Portland metropolitan area (or Jewish communities elsewhere in Oregon, makes its own decisions regarding all aspects of its operations, and sets its own policies and agenda. The JCRC may further be guided by the presumption that a chapter, division, or affiliate of another organization or agency is not an independent organization or agency for purposes of this section, although membership in another organization or agency does not by itself demonstrate a lack of independence. In addition, the JCRC may be guided by the criterion that an independent organization or agency has its own officers, directors, and employees.
- B. All member organizations must:
1. Subscribe to the JCRC's mission statement and guiding principles;
  2. Appoint a representative who participates actively;
  3. Substantially subscribe to JCPA's positions, except where the JCRC, with JFGP approval, has chosen to deviate from those positions.
- C. Participation of Organized Representatives. Each organizational member shall appoint one (1) representative and shall make her or him aware of the JCRC board expectations. Each organization is strongly encouraged to also appoint an alternate. If the representative fails to attend three (3) consecutive meetings without good cause, the Executive Committee may ask the organization to replace the representative. An organization may send an alternate to a JCRC meeting in lieu of the representative and the alternate may participate and vote. Each organization gets only one vote.
- D. Voting by organizational representatives: Each organization is expected to instruct its representative and alternate as to the representative's role with respect to voting. Some organizations may require that the representative vote only after consulting the board of the organization; other organizations may permit the representative to vote

as he or she deems appropriate. Each organization may decide for itself and instruct its representative accordingly.

- E. Term of organizational representatives: Each organization may determine the term of its representative. Generally, organizations are encouraged to appoint a representative for a term of at least two (2) years.

#### Section 4. Admission of Organizational Members.

- A. A prospective new member organization applies to the Executive Committee, which makes a recommendation to the full JCRC board as to whether or not to add the organization. Adding a new member organization requires the vote of 75% of JCRC members present at a regularly scheduled meeting or meeting called specifically for considering applications by new organizational members.
- B. The JCRC shall set standards for admissions of organizational members and prepare a form of written application for admission, which shall specifically provide that the applicant commits itself to the principles of the JCRC.
- C. Any qualified organization or agency meeting the standards established by the JCRC shall become an organizational member of the JCRC upon submission of a written application certifying its commitment to the principles of the JCRC and the acceptance of its application by the affirmative vote of seventy-five (75) percent of the JCRC members present at a regularly scheduled meeting or meeting called specifically for this purpose. The JCRC shall have the authority to request any information it deems necessary for informed approval of an organizational member. The list of organizational members as of the date of adoption of these Bylaws is attached as Appendix A.
- D. A new organization is approved for one year and may apply for permanent membership after one year.
- E. An organizational member shall continue as such until its affiliation is terminated voluntarily by action of the organizational member or by an affirmative vote of seventy-five (75) percent of the JCRC members present at a regularly scheduled meeting or meeting called specifically for this purpose provided that the organizational member shall have received written notice of such proposed action at least 30 days prior thereto and have been afforded an opportunity to be heard at such meeting.

Section 5. Vacancies. Any vacancy occurring on the JCRC shall be filled for the remainder of the term in the same manner as appointment.

## ARTICLE III – MEETINGS

Section 1. Meeting Frequency. The JCRC shall meet at least quarterly on dates set by the JCRC Chair and Director. The JCRC may also be called to meet upon demand of the majority of its members or the Executive Committee at such date, time and place as they may designate.

Section 2. Notice. Notice of all JCRC meetings shall be sent by personal delivery, mail, e-mail, facsimile, or other reasonable means to each JCRC member at his or her last recorded address at least ten (10) days in advance of such meetings. Attendance of a member at any meeting shall constitute a waiver of notice of such meeting except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not properly noticed, called or convened. In addition, notice of all JCRC meetings shall be posted on the Community calendar.

Section 3. Quorum. A majority of voting members of the JCRC shall constitute a quorum to transact business of the JCRC at any meeting.

### Section 4. Voting.

- A. Public policy decisions of the CRC shall be made by a consensus vote of its members (62.5 percent) at a properly noticed meeting. There shall be no voting by proxy, but represented organizations may change their designated representative at any time by notifying the Chair or Director. Organizational representatives shall represent the views of their respective organizations.
- B. Except as provided in subsection (A) and (C), the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the JCRC. Members of the JCRC may participate in meetings by conference call or other electronic device and participation in such meetings shall constitute presence at the meeting.
- C. Admission of a new representative organization to JCRC membership shall require the vote of seventy-five (75) percent of JCRC members present.

### Section 5. Removal, Disqualification and Resignation.

- A. Removal. Any member or observer who disrupts the transaction of business at a meeting may be removed from the meeting at the discretion of the JCRC chair.
- B. Disqualification. Any at-large member may be disqualified from membership by a two-thirds vote of JCRC members or unanimous vote of the JCRC Executive Committee.
- C. Resignation. Any member may resign at any time by giving written notice to the JCRC Chair. Such resignation shall take effect at the time specified therein, or if no time is specified, at the time of acceptance thereof by the JCRC Chair.

Section 6. Observers. Observers may attend JCRC bimonthly meetings whenever there is a vote scheduled on any public affairs issue. Observers are permitted to attend only during the discussions/deliberations that precede the scheduled vote. Individuals wishing to observe are requested to give at least 24 hours prior notification to the JCRC leadership (chair or professional) and must be a member of a JCRC-affiliated organization. Observers may speak if, and only if, called upon by the JCRC chair. Appropriate decorum is required, or attendance may be denied.

## **ARTICLE IV – OFFICERS**

Section 1. General. The officers of the JCRC shall be a Chair, a Vice Chair, the Immediate Past Chair and such other officers as may be established by the JCRC membership.

Section 2. Chair and Vice-Chair. The Chair is appointed by the JFGP Board Chair in consultation with the JFGP President and JCRC Director. A Vice Chair shall be appointed by the JCRC Chair in consultation with the Executive Committee.

Section 3. Term of Office. Each elective officer shall take office immediately upon his or her election and shall serve for a minimum term of two (2) years or until his or her successor is duly appointed and qualified.

Section 4. Vacancies. A vacancy in any office shall be filled in the same manner as initial selection.

Section 5. Removal. The JCRC, whenever in its judgment the best interest of the JCRC shall be served thereby, may remove any officer from office for cause by an affirmative vote of three-quarters of the members present and voting.

## **ARTICLE V – DUTIES**

Section 1. Chair. The Chair shall be the principal executive officer of the JCRC. The Chair or the Chair's designee shall conduct the meetings of the JCRC. The Chair shall function as the primary liaison with the JFGP Board.

Section 2. Vice Chair. The Vice Chair may be delegated by the Chair to perform as many of the Chair's duties as the Chair may delegate, shall assume the duties of the Chair in the event of the Chair's temporary disability or absence from meetings and shall have such other duties as the JCRC may assign.

Section 3. Immediate Past Chair. The Immediate Past Chair shall perform all duties delegated by the Chair or assigned by the JCRC.

Section 4. JCRC Director. The Director is the public face of the JCRC and is primarily responsible for carrying out its programmatic direction. The Director is also responsible for all meeting notifications, preparation of minutes and meeting materials, and general

communications to and among JCRC members. The JCRC Director shall advise and consult with the Chair on all public commentary on behalf of the JCRC, whenever practical.

Section 5. Other Officers. The JCRC shall determine the duties of any other officers it may elect.

## **ARTICLE VI – COMMITTEES**

1. Committees. The JCRC Committees and the members thereof, including the chair of each committee, shall be appointed each year by the JCRC Chair. Such appointments shall be effective unless otherwise determined by the JCRC.
2. Standing Committees. There shall be the following standing committees:
  - A. Executive Committee. Members of the JCRC Executive Committee shall be appointed by the chair with the consent of the JFGP Chair and current members of the JCRC Executive Committee. The Executive Committee shall consist of the Chair, the Vice Chair, the Immediate Past Chair, the JCRC Committee chairs, up to three additional members of the JCRC and, ex officio, the JFGP Chair and JFGP President. The JCRC Executive Committee shall have the authority to act for the JCRC on questions that arise between JCRC meetings in the absence of contrary directions from the JCRC. The Chair and the Executive Committee shall also prioritize policy implementation pursuant to Article VII below.
  - B. Legislative Advocacy Committee. Participation in the Legislative Advocacy Committee is open to all JCRC members who may wish to participate in the work of the Committee, and non-JCRC members, at the discretion of the Legislative Committee Chair in consultation with the JCRC Director. Timely notice of Legislative Advocacy Committee meetings shall be provided to all JCRC members.
  - C. Israel Advocacy Committee. Participation in the Israel Advocacy Committee is open to all JCRC members who may wish to participate in the work of the Committee, and non-JCRC members, at the discretion of the Israel Advocacy Committee Chair in consultation with the JCRC Director. Timely notice of Israel Advocacy Committee meetings shall be provided to all JCRC members.
  - D. Intergroup Outreach Committee. Participation in the Intergroup Outreach Committee is open to all JCRC members who may wish to participate in the work of the Committee, and non-JCRC members, at the discretion of the Intergroup Outreach Committee Chair in consultation with the JCRC Director. Timely notice of Intergroup Outreach Committee meetings shall be provided to all JCRC members.
3. Additional Committees. May be established by the Chair, Executive Committee, or the JCRC membership.

## **ARTICLE VII – POLICY DEVELOPMENT**

1. The JCRC is a member of the Jewish Council for Public Affairs (JCPA; formerly NJCRAC). The JCRC is charged with local implementation of the national policies of the JCPA and is empowered to send representatives to the national JCPA Conferences for the purpose of representing the JCRC in development of national policy.
2. JCPA annually proposes, debates, adopts, and modifies an on-line policy compendium, which sets forth JCPA's position on a wide range of issues that JCPA feels may legitimately fall into the area known as Jewish community relations. Each JCPA member generally has major input into the content of this document
3. The policy compendium is continuously updated, and leadership should familiarize themselves with the topics and the positions taken by JCPA on those topics
4. The JCRC will generally establish its annual program based on some of the positions adopted in the Compendium. The JCRC may freely work on and adopt positions consistent with those that are included in the Compendium.
5. To the extent that any local policies and procedures may come into direct conflict with national JCPA policy, JFGP policy takes precedence
6. The JCRC may take actions or adopt position statements guided by national JCPA policy without review or approval by the JFGP. If the JCRC wishes to adopt a position that is, in the view of the JCRC Executive Committee, either (a) not addressed by the JCPA in its policy compendium or (b) different from what is outlined in the "policy compendium," the JCRC shall seek the official approval of the JFGP Board of Directors before it issues public statements or engages in any programming relevant to (a) or (b) above.
7. Any member of the JCRC shall have standing to place on its agenda the question whether an existing or proposed JCRC action or policy (1) is consistent with national JCPA policy; (2) conflicts with national JCPA policy; or (3) is neither consistent nor inconsistent with national JCPA policy and therefore requires the approval of the JFGP. If challenged on these grounds, the status of the action or policy must be approved according to the voting rules set forth in Article III, Section 4(B) above.

The JFGP Guidelines for Evaluating Issues, attached hereto as Appendix B, is incorporated herein by reference.

## **ARTICLE VIII – ADOPTION AND AMENDMENTS OF BYLAWS**

These Bylaws shall be effective upon approval by the JFGP. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by an affirmative vote of a majority of a quorum of the JFGP Board if at least ten (10) days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.



## **APPENDIX A – JCRC CURRENT LIST OF ORGANIZATIONAL MEMBERS**

Cedar Sinai Park  
Congregation Ahavath Achim  
Congregation Beit Haverim  
Congregation Beth Israel  
Congregation Havurah Shalom  
Congregation Kesser Israel  
Congregation Kol Ami  
Congregation Kol Shalom  
Congregation Neveh Shalom  
Congregation P’nai Or  
Congregation Shaarie Torah  
Congregation Shir Tikvah  
Jewish Family Child Service  
Mittleman Jewish Community Center  
Portland Hillel  
Portland Kollel

## APPENDIX B – JCRC GUIDELINES FOR EVALUATING ISSUES

**Adopted September 7, 2005**

**JCRC Mission:** The JCRC seeks consensus positions that permit it to speak on behalf of the organized Jewish community concerning matters of public importance. It promotes mutual understanding among all groups in the greater community and furthers public acceptance and practice of the principles of tolerance, human dignity and respect, individual rights, democratic pluralism, and harmonious relationships across religious, racial, and ethnic lines.

*The following guidelines are not listed in order of priority. Any issue presented to the JCRC for consideration need not meet all of the guidelines.*

- **Impact on Jewish Community:**

Direct Impact: Does the issue have a direct impact on individual Jews, Jews as a group, or the Jewish community (local or worldwide) as an entity? Does it affect Jews as part of another sub-group in the general community?

Indirect Impact: Does the issue deal generally with the principles of tolerance, human dignity, individual rights, democratic pluralism or harmonious relations across religious, racial or ethnic lines?

Impact on Israel: Does the issue have actual or potential repercussions for Israel?

- **Uniqueness of JCRC Role:**

Can the JCRC make a unique contribution to the issue?

Is our voice needed?

If we don't have a position, will it matter?

How visible would the JCRC be as a key player on this issue?

Would this enhance our credibility, particularly with key leadership in the general community?

- **Moral Obligation:**

Is the issue consistent with Jewish experience, tradition, history, and/or teaching?

Is there a Jewish perspective that can be added to this issue?

Can the CRC afford to remain silent on the issue?

- **Promote Community Relations:**

Which part of the JCRC's mission or strategic goals does working on the issue satisfy?

How would it positively or negatively affect the JCRC's strategic alliances?

What opportunities does this issue provide for developing new relationships in either or both the Jewish and general communities?

- **Resources:**

What is the net impact on the JCRC's resources in pursuit of this issue?  
(Resources include staff time, money, political capital, etc.)

- **Foster Jewish Unity:**

Would this issue unify or divide the Jewish community?

Is there an opportunity for a clear consensus?

Are there vocal or strong minority opinions to consider?

- **Consistency with Other Issues**

Would working on this issue reinforce or detract from our work on other issues?

Would JCRC activity be consistent with the JCPA agenda?

## **APPENDIX C - JCRC MEMBER EXPECTATIONS**

Adopted September 7, 2005

1. JCRC members should be familiar with and substantially supportive of the JCRC and JCPA's mission.
2. JCRC members should attend as many meetings of the JCRC as possible. If an organizational representative member cannot attend, he/she is responsible for notifying the organizational alternate to attend. If a council member misses three meetings in a row without good cause, the executive committee may replace that board member. If the member represents an organization, the executive committee may ask the organization to appoint a new representative.
3. JCRC members should attend as many JCRC-sponsored activities as possible, including public speaking events, lobbying opportunities and community meetings. JCRC members are encouraged to bring other community members with them to such events.
4. JCRC members are encouraged to join one or more of JCRC's ongoing subcommittees and/or ad hoc task forces and participate actively in the work of these bodies or enlist participation (in the subcommittees) from the organizations they represent and from the larger Jewish community.
5. JCRC members are expected to contribute to the annual campaign of the Jewish Federation of Greater Portland with an appropriate gift. In addition, JCRC members are strongly encouraged to participate in the annual campaign in other ways, such as telephoning or direct solicitation and service on other Federation committees.
6. JCRC members are expected to conduct themselves in a polite and professional manner at all meetings and events.
7. JCRC members who represent organizations are expected to keep the organizations informed about JCRC issues, positions and activities and

to make sure they have timely instructions from the organizations on how to vote on proposed JCRC positions or other action items.