

## TOWN OF OAK BLUFFS

### **POLICY & PROCEDURES FOR DISPLAY OF UNITED STATES FLAG**

1. The United States flag shall be displayed, unless the weather is unsuitable, upon Town Hall during business hours, on every day except Saturday and Sunday, and upon the other public buildings and public places where flag poles are available on King's birthday, 3<sup>rd</sup> Monday in January; Inauguration Day, January 20<sup>th</sup>; Washington's & Lincoln's birthdays, 3<sup>rd</sup> Monday in February; Patriot's Day, 3<sup>rd</sup> Monday in April; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14<sup>th</sup>; Independence Day, July 4<sup>th</sup>; Labor Day, 1<sup>st</sup> Monday in September; Constitution Day, September 17<sup>th</sup>, Columbus Day, 2<sup>nd</sup> Monday in October; Veteran's Day, November 11<sup>th</sup>; on such other days as may be proclaimed by the President of the United States; and on such other days as the Board of Selectmen may from time to time order. Whenever any of the aforementioned days fall on Sunday, the flag shall be displayed on the following day. It shall be the duty of the employees of the Board of Park Commissioners to display the flag in accordance with this policy upon the Town Hall. It shall also be the duty of the department or board who has the care, custody and management of a Town building and/or land with a flag pole to display the flag in accordance with this policy.
2. The flag should be hoisted briskly and lowered ceremoniously.
3. The flag may be displayed on days when weather is inclement if an "all-weather" flag is available.
4. The Board of Park Commissioners shall care for, maintain and when necessary and provided for, replace the Town Hall and public park(s) flag poles, now or hereafter erected, and shall provide the necessary flags therefor and display them thereon in accordance with paragraph one (1) of this policy.
5. Upon the official announcement of the death of any of the following persons and such others as may be directed by the Board of Selectmen, the flag will be flown at half-staff for the time period established in parentheses.
  - a. The President, ex-President or President elect of the United States (30 days from time of death during prescribed hours).
  - b. The Vice President, Chief Justice or retired Chief Justice of the United States (10 days from day of death during prescribed hours).
  - c. Governor of the Commonwealth (10 days from day of death during prescribed hours).
  - d. Lieutenant Governor of the Commonwealth (7 days from day of death during prescribed hours).
  - e. A Selectman, ex-Selectman or Selectman elect (7 days from day of death during prescribed hours).

- f. Other Town elected or appointed officials, who at the time of death, have served in office at least two years or more than ten cumulative years (during prescribed hours from day of death until close of business on day of internment).
  - g. Active Town public safety employees who die in the line of duty (during prescribed hours from day of death until close of business on day of internment).
  - h. Active, retired or former Town employees, who at the time of death were employed at least twenty (20) years (during prescribed hours on day of internment),.
- 6. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only, and then raised to the top of the staff. As used in this paragraph, the term "half-staff" means the position of the flag when it is one half the distance between the top and the bottom of the staff.
- 7. The Board of Selectmen reserves the right to amend this policy and procedure from time to time, in specific instances, if conditions warrant.