

# City of Montpelier Policy

## FLAG DISPLAY

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#### 1. PURPOSE

It is the intent of the City of Montpelier to establish a City-wide policy which follows the United States and State of Vermont provisions governing the display of flags, including the United States flag, the State flag, the City flag, and the POW/MIA flag. Any additions must be approved by the Montpelier City Council.

#### 2. REFERENCE

United States and State of Vermont provisions governing the display of flags. These can be found in the United States Code, Title 4, Chapter 1 and the Vermont Statutes Annotated, Title 1, Chapter 11 (hereinafter “Flag Code and Protocol”).

#### 3. APPLICATION

This Policy applies to all buildings owned or controlled by the City of Montpelier and all individuals employed by or who volunteer with the City of Montpelier, unless a provision of the policy conflicts with a contract or statute (e.g., Collective Bargaining Agreement, Civil Service Rule, or Memorandum of Understanding).

#### 4. GUIDANCE

- a. Display and Care of Flags:
  - i. The City of Montpelier follows the Federal and State of Vermont Flag Code and Protocol governing the display and care of flags, including the United States flag, the State flag, the City flag, and the POW/MIA flag.
- b. Display of Additional Flags Indoors or Outdoors:
  - i. In addition to the above flags, other “Special Flags or Banners” may be displayed on either the flagpole located on the left side of Montpelier City Hall directly outside of the City Manager’s office or the other available flag poles. Such Special Flags or Banners may only be displayed upon approval from the Montpelier City Council.

1. Examples of Special Flags or Banners include, but are not limited to, Sister City flags, Heritage Month flags (e.g., Black History Month, Pride Month, Asian/Pacific American History, National Hispanic Heritage, and Indigenous peoples' heritage), flags received in recognition of awards, flags received from visiting groups, or flags designating an event or accomplishment.
  2. When selecting or approving a request for flying a Special Flag, the City Council shall consider and make a determination that the Special Flag meets at least one or more of the following criteria:
    - a. Whether the United States or State of Vermont has recognized the flag through statute or proclamation;
    - b. Whether the flag represents an organization dedicated to the public good for the Citizens of Montpelier;
    - c. Whether the flag represents a National, State, or City interest;
    - d. Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
    - e. Whether the flag promotes unity and community with another city, state, country, or other jurisdiction; or
    - f. Whether the flag represents a positive interest or value worthy of public recognition.
  3. Unless otherwise stated or determined by the City Council, all Special Flags or Banners shall be flown or displayed for a limit of thirty (30) calendar days after their approval.
  4. The Mayor has the discretion to fly an appropriate flag for a single day, if he or she determines that a public purpose is served by flying the flag.
- ii. Any Special Flag or Banner flown from a flagpole at City Hall must not be larger than the flag of the United States of America and must be located beneath the flag of the United States of America when flown on the same staff.
- c. Display of the Flags at Half-Staff
    - i. All flags shall be flown at half-staff as prescribed or consistent with Flag Code and Protocol or as directed by the proper federal or state officials.
    - ii. In addition to any federal or state protocols or directions, the Mayor (or designee) may order the City of Montpelier flag to be flown at half-staff for one week under the following circumstances:
      1. On the death of any of the following individuals:
        - a. Montpelier Mayor, ex-Mayor, or Mayor-elect;
        - b. Current member of City Council or City Clerk;
        - c. Current head of any City Department;

- d. Any other local official, City employee, citizen, or other individual deemed by the Mayor to have made significant contributions to the benefit and welfare of the City and Citizens of Montpelier.
  - 2. Any instance where a City of Montpelier employee has been killed in the line of duty or has died as a direct result of injuries incurred while in the performance of official duties.
- iii. The City Manager shall state the reason or name of the individual in whose honor the flag or flags have been lowered to half-staff in his or her weekly report.