



County of Santa Clara

Policy Name: Display of Flags

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Policy Type: Administrative

Category: Facilities

Policy Name: Display of Flags

Policy Owner: Facilities

Policy Purpose

The purpose of this policy is to guide departments in properly and respectfully displaying the flag of the United States and other flags.

Policy Summary

It is County policy to display the flag of the United States prominently where it may be viewed by all attendees at official County meetings, hearings, or events. At a minimum, the flag of the United States shall be displayed in the following County facilities:

- Board of Supervisors Chambers
- Board of Supervisors meeting rooms on the 10th and 11th floors of the County Government Center
- All auditoriums owned, leased, or regularly used by the County
- Any other meeting facility or conference room that has a seating capacity of 50 or more persons and that is owned, leased, or regularly used by the County

When displaying the flag of the United States, the flag should be displayed to the right of the speakers, or on the left side of the stage from the



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audience's point of view. If other flags are also displayed, the flag of the United States shall always be placed in the position of honor, either by placing it to the far left of the stage from the audience's point of view or placing it in the center of a group of flags such that the flag of the United States is higher than any other non-national flag.

Outdoor Display of Flags

Both the flag of the United States and the flag of the State of California shall be prominently displayed during business hours upon or in front of major buildings and facilities owned, leased, or regularly used by the County.

The flag of the United States shall be displayed at half-staff on Memorial Day (until noon), and by order of the President, usually upon the death of principal figures of the United States government, the governor of a state, or other officials or foreign dignitaries, or to commemorate other days of observance. On these occasions, the flag of the State of California shall be similarly displayed at half-staff.

The flag of the United States and the flag of the State of California shall be displayed at half-staff upon proclamation of the governor to acknowledge the death of a present or former official of the state government or the death of a member of the armed services from California.

The President and Vice President of the Board of Supervisors shall have the authority to direct that flags displayed at County facilities be flown at half-staff upon the death of an official or person of significant public import, the death of a County employee while on duty, or the death of citizens occurring in a disaster of significant proportion. In the event that the President or Vice President desires the flags to be flown at half-staff, the President's or Vice President's office shall inform the Facilities and Fleet Department.



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Flags Other Than the U.S. and California Flags

Flags other than the flag of the United States and the flag of the State of California may be displayed when approved by the County Executive or his/her designee.

Procedures

None.

Definitions

For the purposes of this policy, the following definitions apply:

- 1) **"County facility"** means any building, property, office, or workspace owned, leased, or regularly used for County business.

Frequently Asked Questions

None.

Related Policies

None.

Related Forms and Information

None.

History

Date	Changes Made
5/25/2017	Policy Updated.



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7/2/2015	Policy Updated.
1/14/2014	Policy uploaded. (John Myers)