

FLAG PROTOCOL POLICY

I. PURPOSE

To standardize the display and half-mast honors of exterior flags at the University of Arkansas, Fayetteville consistent with flag etiquette.

II. ACCOUNTABILITY

Under the direction of the Chancellor, the Vice Chancellor for Finance and Administration shall ensure compliance with this policy. The Director of University Police shall implement this policy.

III. POLICY

A. Guidelines:

1. The Flag of the United States of America shall be flown at designated locations daily from 8:00 a.m. through sunset or when appropriately illuminated by spotlight during the hours of darkness. At all times, proper flag etiquette shall be employed and the book entitled *Protocol*, authored by McCaffree and Innes, shall be the University's reference.

2. Half-Mast Honors

- a) Normally, the President of the United States will proclaim dates and times for flying of the United States flag at half-mast. Additionally, consistent with applicable flag etiquette the following shall apply:

- The United States flag will be flown at half-mast on Memorial Day until 12:00 noon, unless such time is extended to sunset by Presidential Proclamation. The Director of Public Safety is responsible for keeping abreast of such proclamations.

- The United States flag will be flown at half-mast upon the death of any of the following officials of the United States:

- President or former President

- Vice President, Chief Justice or retired Chief Justice, or Speaker of the House of Representatives.

- Associate Justice of the Supreme Court, Cabinet Member, former Vice President, President Pro-tempore or Minority Leader of the

House, United States Senator or Representative, Territorial Delegate or Resident Commissioner of the Commonwealth of Puerto Rico

- Other officials, former officials and foreign dignitaries; for the duration proclaimed by the President

- Within a State, Territory or Possession of the United States for the death of the Governor of such State, Territory or Possession

b) When the United States flag is flown at half-mast as a sign of national tribute, the Arkansas State flag will also be flown at half-mast.

c) To properly raise the United States flag to half-mast, the flag shall first be smartly raised to the peak of the staff, and then slowly lowered to the half-mast position together with other flags on display.

d) It is generally accepted flag etiquette that the use of a State flag at half-mast is more appropriate for situations other than those described above for the United States flag. The Governor of Arkansas may proclaim flying of the Arkansas State flag at half-mast as he/she deems appropriate. Title 36 of the U.S. Code does not preclude the flying of the United States flag at half-mast during these occasions; therefore, the United States flag shall be flown in the same manner as that flown over the State Capitol whenever it has been proclaimed by the Governor that the Arkansas State flag is to be flown at half-mast.

3. The Arkansas State flag only (the United States flag shall be hoisted to the peak) shall be flown at half-mast as authorized by the Vice Chancellor for Finance and Administration between the death and interment of the following:

- Chancellor, Provost, Vice Chancellor, Dean or distinguished faculty member of the University of Arkansas, Fayetteville.

- Member of the University of Arkansas Board of Trustees.

- Any state official, municipal official, faculty, staff, volunteer, or student of the University who by virtue of loyalty or meritorious service; or citizen, that the University wishes to honor, as authorized by the Chancellor or the Vice Chancellor for Finance and Administration.

4. Whenever raising, lowering, or transporting flags and banners, proper respect and dignity shall be shown. Flags shall not be permitted to touch the ground and they shall be properly folded, transported and stored.
5. Questions regarding the interpretation of this policy as it pertains to honoring any paying tribute to individuals not named above shall be referred to the Chancellor through the Vice Chancellor for Finance and Administration.

B. Responsibilities:

1. The Director of University Police is responsible for:
  - a. coordinating with the Associate Vice Chancellor for Facilities and ROTC the raising and lowering of flags,
  - b. keeping abreast of half-mast honor proclamations, and
  - c. recommending the replacement of flags that show signs of wear.
2. The Vice Chancellor for Finance and Administration is responsible for designating flagpoles and flag staffs and resolving interpretive questions on this policy.

Revised March, 2002  
Revised May 1, 2000  
July 1, 1991