



**A RESOLUTION
IMPLEMENTING OF A POLICY FOR TOWN OWNED FLAGS AND FLAGPOLES**

NOW, THEREFORE, be it resolved, by the Council of the Town of Buchanan, Virginia, as follows:

The policy for Town owned flags shall be:

Use and Display of the United States Flag and Virginia State Flag

1. General Overview;
 - 1.1. The Town of Buchanan displays the United States Flag at many of its facilities and the Virginia State Flag at Town Hall. It is important to honor the flag and display it correctly.
 - 1.2. This policy is divided into the following sections;
 1. General Overview
 2. References
 3. Definitions
 4. Policy
 5. Procedure
 6. Responsibilities
2. References
 - 2.1. 4 U.S.C. 1: The Flag- United States Code/ U.S. Law
 - 2.2. 36 U.S.C. 10: Patriotic Customs- United States Code/ U.S. Law
3. Definitions
 - 3.1. Half-Staff- the position of the flag when it is one-half the distance between the top and bottom of the staff.
4. Policy
 - 4.1. It is the policy of the Town of Buchanan to correctly honor the United States and Virginia State Flags and ensure a standard for flag display on Town property.
 - 4.2. The Town of Buchanan shall comply with national and state protocols for flag display and etiquette.
5. Procedure
 - 5.1. U.S. Flags are located at the following Town properties;
 1. Town Hall
 2. Town Park
 3. Swinging Bridge Park
 - 5.2. Time and Occasions for Display; Holstering and Lowering;



- 5.2.1. It is the universal custom to display the flag only from sunrise to sunset on buildings and stationary flag staffs in the open. However, when a patriotic effect is desired, the flag may be displayed twenty-four hours a day if properly laminated during hours of darkness.
- 5.2.2. The flag should be holstered briskly and lowered ceremoniously.
- 5.2.3. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
 - 5.2.3.1. At the Town Manager (or designee) discretion due to the safety of town staff and volunteers, the Town Manager may elect to take down or not place up any of the Town Flags described in this policy.
- 5.2.4. The flag should be displayed on all days.
 - 5.2.4.1. Exception for the Town Park flag which due to the replacement cost may be holstered for the winter duration (starting in November, each year) to ensure proper care of flag.
- 5.3. Respect for the flag;
 - 5.3.1. No disrespect should be shown to the flag of the United States of America or Virginia State.
 - 5.3.2. The flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.
 - 5.3.3. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
 - 5.3.4. The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.
- 5.4. Half-Staff
 - 5.4.1. Flags shall be flown at half-staff when prescribed by the President of the United States for days of national mourning or by the Governor of the State of Virginia. On Memorial Day, the flags are flown at half-staff until 12:00 noon, and raised to peak for the remainder of the day.
 - 5.4.2. The Mayor or Town Manager shall instruct staff to lower the flag to half-staff and the duration period for flying the lowered flag.
 - 5.4.3. The Fire Chief shall have the flexibility to fly individual flags at half-staff during periods of mourning as prescribed by written departmental policies and procedures.
- 5.5. Questions regarding flag protocol or this policy should be directed to Town Hall at 540-254-1212
6. Responsibilities
 - 6.1. The Town Manager shall administer this policy.



Below are a list of the dates/ holidays the Town stationary flags are flow on the power poles along Main Street (these dates are weather dependent, due to safety of town staff they may **not** be hung during inclement weather, as defined in the policy);

Date Up

Memorial Day (the last Monday in May) by 8am
Flag Day (June 14th) by 8am
Independence Day (July 4th or day its celebrated) 8am
Labor Day (the first Monday in September) by 8am
Patriots Day (September 11th)
Columbus Day (the second Monday in October) by 8am
Veterans Day (November 11th) by 8am
Up for Winter

Date Down

Memorial Day by 8pm
Flag Day (June 14th) by 8pm
Next Business day by 10am (Due to safety)
Labor Day by 7pm
Patriots Day by 7pm
Columbus Day by 7pm
Veterans Day by 7pm

Reapproved by Town Council March 2021