

9/6/22 adopted

## Town Hall Flagpole Policy

### PURPOSE

It is the intent of the Town of Hartford to establish a Town-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, and special flags. Any additions must be approved by the Hartford Selectboard.

### 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<sup>1</sup> and the Vermont Statutes, Title 1, Chapter 11<sup>2</sup> (hereinafter "Flag Code and Protocol").

### APPLICATION

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

### GUIDANCE

#### Display and Care of Flags

The Town of Hartford follows the Federal and State of Vermont Flag Code and Protocol governing the display and care of flags, including the United States flag, and the State flag.

#### Display of Additional Flags Indoors or Outdoors

In addition to the above flags, other "Special Flags or Banners" may be displayed on the flagpole located on the right side of the front door of Town Hall. Such Special Flags or Banners may only be displayed upon approval from the Hartford Selectboard.

Examples of Special Flags or Banners include, but are not limited to, Sister Town flags, Heritage Month flags (e.g., Black History Month, Pride Month, Asian/Pacific American History, National Hispanic Heritage, and Indigenous peoples' heritage), POW/MIA flags received in recognition of awards, flags received from visiting groups, or flags designating an event or accomplishment.

When selecting or approving a request for flying a Special Flag, the Selectboard shall consider and determine that the Special Flag meets at least one or more of the following criteria:

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<sup>1</sup>United States Code Title 4, Chapter 1

<sup>2</sup>VSA Title 1 Chapter 11

- Whether the United States or State of Vermont has recognized the flag through statute or proclamation;
- Whether the flag represents an organization dedicated to the public good for the Town of Hartford;
- Whether the flag represents a National, State, or Town interest;
- Whether the flag is an historic American flag that has or continues to have a primary positive message of American history and unity;
- Whether the flag promotes unity and community with another Town, state, country, or other jurisdiction; or
- Whether the flag represents a positive interest or value worthy of public recognition.

Unless otherwise stated or determined by the Selectboard, all Special Flags or Banners shall be flown or displayed for a limit of thirty (30) calendar days after their approval.

Any Special Flag or Banner flown from a flagpole at Town 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.