

Procedure No. 60.050

FLAG DISPLAY

Date Issued: 2/11/98

Date Effective: 12/15/97

Issued By: President's Office

Purpose: To define the process to be used in lowering the university, state, and national flags located in Gemmell Park and Venango Campus.

Policy: It is the policy of Clarion University to abide by the federal and state statutes and regulations governing the display of the United States and Commonwealth flags.

The Governor of the Commonwealth has sole statutory authority to regulate the display of state and national flags on public grounds and buildings.

The National Flag regulations are as follows:

- When shown in a row of flags, the National Flag will be at the right of the line (i.e., the viewer's left).
- When state, local or organizational flags are flown from separate staffs, the U.S. Flag should always be higher than the adjacent flags.
- When the National Flag is to be flown at half-mast, the Flag should be hoisted to the peak for an instant and then lowered to the half-mast position.

The Commonwealth Flag is lowered to half-mast only on the orders of the Governor of Pennsylvania.

The Clarion University Flag is lowered to half-mast on the orders of the Chancellor of the State System of Higher Education and/or the University President. The University Flag is lowered upon the known death of a university employee (current or former) and current members of the Council of Trustees, Foundation or Alumni Boards, and the Venango Campus Advisory Council.

Procedures:

When informed by the Office of the Chancellor that the National Flag, Commonwealth Flag, and/or University Flag should be lowered to half-mast, the Office of the President will contact the Maintenance Department to lower a (the) flag(s). The Office of the President will contact the Executive Dean of Venango Campus to lower the National Flag on the Venango Campus.

When informed by the Office of Human Resources that a current or former university employee has died, the Office of the President will contact the Maintenance Department.

The Maintenance Department will lower flags on the orders of the President's Office.