

## CITY OF COOS BAY POLICY FOR THE DISPLAY OF FLAGS AT CITY FACILITIES

### Section 1: PURPOSE

The purpose of this policy is to establish clear guidelines regarding the display of flags at City facilities.

### Section 2: POLICY

2.1 Conformance with Federal and State Regulations. Flags shall be displayed in accordance with federal and state regulations, including, but not limited to Title 4, Chapter 1 of the United States Code, and Oregon Revised Statute section 186.110.

2.2 City Manager Authority. The City Manager is authorized to order the City flag(s) to be lowered to half-staff as listed below. The flag will be lowered as soon as practicable following notification of the death, and will remain lowered until internment or up to two weeks, whichever is shorter.

2.2.1 A City employee killed in the line of duty.

2.2.2 Death of a current or former City Council Member or Mayor.

### 2.3 Ceremonial or Commemorative Flags.

2.3.1 Non-Public Forum. The City's flagpoles are not intended to be a forum for free expression by the public. Ceremonial or commemorative flags shall be displayed as an expression of the City's official sentiments. A request to display a commemorative or ceremonial flag shall be supported by at least one members of the City Council in order to be placed on a City Council meeting's agenda for consideration by the Council. All requests to display commemorative flags must be listed as a "Regular Item" on the Council agenda. Council must present requests to display a commemorative or ceremonial flag at least sixty (60) days prior to the date requested for display of the flag. A Council resolution authorizing the display of a commemorative or ceremonial flag must be approved by a majority vote of the City Council. Changes to this policy shall require a supermajority vote (five-sevenths) of the City Council.

2.3.2 Commemorative or ceremonial flags may only be displayed on one of the three available flag poles located along the Boardwalk. Commemorative or ceremonial flags may only be displayed for one week (seven days) if displayed during the normal City workweek. If the day of commemoration occurs on a weekend or City holiday, the flag will be posted on the last working day before the weekend or holiday, and removed seven days thereafter. The Council may extend the period a commemorative or ceremonial flag may be displayed for up to a total time of one month (maximum of 31 days), by resolution.

2.3.4 The City will not display a commemorative or ceremonial flag based upon the request of a third party, nor will the City use its flagpoles to sponsor the expression of a third party.

2.3.5 Any commemorative or ceremonial flag displayed on a City flagpole, shall be displayed in the last position of honor, in the event that such flag pole is also displaying the flag(s) of the United States, the State or Oregon, and/or the City of Coos Bay.

2.3.6 If the Council Member(s) requesting the display of the commemorative or ceremonial flag also wish a flag ceremony, the latter request must be made at the time of the former request, in accordance with Section 2.3.1. Any such flag ceremony shall consist of (1) publicity on the City's website and social media accounts, a press release, and audio support (podium with speaker and microphone).

2.4 Implementation of Policy. The Public Works Director, or his designee, is authorized to develop standard operating procedures to implement this Policy.