

RESOLUTION 16-11

A RESOLUTION OF THE CITY OF WHITE HOUSE, TENNESSEE, TO ESTABLISH A CITY FLAG PROTOCOL POLICY.

WHEREAS, pursuant to Resolution 15-13 the City flag was adopted; and

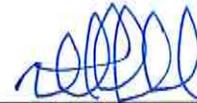
WHEREAS; the City Administrator is charged with the duty to adopt policies and procedures that govern the City, and make recommendations of updates and improvements to the procedures; and

WHEREAS, the Board of Mayor and Aldermen wish to adopt a City Flag Protocol Policy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of White House hereby adopt the City Flag Protocol Policy.

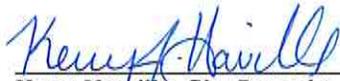
This resolution shall be effective upon passage.

Adopted this 18th day of August 2016.



Michael Arnold, Mayor

ATTEST:



Kerry Harville, City Recorder



Flag Protocol Policy

Purpose

To establish a policy of the City of White House to raise, lower, and display the City flag on City property.

Policy

A. Definition

1. The "City of White House" flag shall mean the flag that was adopted by the Board of Mayor and Aldermen as the official flag of the City of White House (Resolution 15-13).

B. Display

1. The United States, State of Tennessee, and City of White House flags will be displayed at the Billy S. Hobbs Municipal Center.
2. The City flag should be used and treated in a similar fashion to all flags.
3. The United States flag shall be on the center flag pole. The State of Tennessee flag shall be on the left pole as viewed by the observer, and the City flag shall be on the right pole as viewed by the observer.

C. Flying the City flag at half-staff

1. The City shall adhere to all Presidential and State of Tennessee proclamations.
2. The City flag shall be lowered to half-staff from the time of notification of death until sunset on the day of interment for the following occasions:
 - i. A City of White House current employee
 - ii. A City of White House current public official (i.e. Board of Mayor and Aldermen member, City Judge, City Attorney)
 - iii. A City of White House past Mayor
3. The City flag shall be lowered to half-staff as dictated by Mayoral proclamation for other important occasions or events that occur in the State of Tennessee or elsewhere.

D. Procedure

1. The City Administration Office shall send notice to the Board of Mayor and Aldermen and department heads of any proclamations from the President, Governor, Mayor, or as directed in this policy regarding the lowering of flag(s) to half-staff.
2. Once department heads receive notice they should lower the flag(s) at all City buildings and properties.
3. If the proclamation is released or interment occurs after business hours the White House Police Department will go to each City building and properties to assure that flags have been lowered or raised.
4. When flag(s) become worn they are to be removed from the flag pole, folded in appropriate manner, and disposed of at a local auxiliary.