



Draft Protocol for the Flying of Flags from Civic Buildings

1. Aim of Policy

This Protocol aims to clarify procedures for the flying of Flags from Dublin City Council's Civic Buildings including City Hall, the Mansion House and Civic Offices and by default to other City Council building. It does not apply to banners on the Quays or elsewhere.

2. Standard Arrangements.

- a) Where three flagpoles are in place the order of flight from left to right is the Dublin Flag, The National Flag and the flag of the European Union. Flags flown together should always be of equal size.
- b) The National Flag will be flown in accordance with guidelines from Department of An Taoiseach.
- c) The Flags, including the National Flag may remain flying at night if they are lit. If lighting is not in place or not operational the flags should only be flown from sunrise to sunset.
- d) Flags should be maintained in good condition and disposed of respectfully when worn or damaged.
- e) The Chief Executive's Department is authorised to order the raising of flags at properties and facilities operated by the City Council.

3. Mourning and Half-Mast Arrangements

- a) All buildings will fly the National Flag at half-mast when directed by National Government. In these circumstances any accompanying flags will be removed for the duration of the mourning period
- b) The Mansion House will fly the Dublin Flag at half-mast on the death of a Current Lord Mayor, former Lord Mayor or recipient of Freedom of the City of Dublin. The accompanying flags will be removed for the duration of the mourning period
- c) City Hall will fly the Dublin Flag at half mast for the death of a serving Councillor or recipient of Freedom of the City of Dublin. The accompanying Flags will be removed for the duration of the mourning period
- d) The Civic Offices will fly the Dublin Flag at half mast for death of a serving Lord Mayor, Councillor, recipient of freedom of the city and for an employee when the death is work related.
- e) There may be other occasions when Chief Executive's Department in consultation with the Lord Mayor decide that it is appropriate to fly Flags at half-mast on one or all of the Civic Buildings.
- f) In all cases if the period between death and funeral services is more than three days the Flags will fly at half mast on the day of death and subsequently the day of the funeral

4. Flying of Flags of Sovereign States recognised by the Irish Government

Dublin City Council may fly other National Flags on one of its Civic Buildings when that Civic Building is hosting a Head of State or Government Delegation. On occasions the Department of Foreign Affairs may request that the National Flag of another state be flown. The Decision to fly the flags in these occasions will be taken by the Lord Mayor for the Mansion House and the Chief Executive's Department for all other buildings

5. Flying of Flags of Sister Cities /Twin Cities

The City Council may fly the flags of those cities with whom Dublin City has a recognised Sister City or co-operation agreement when hosting an official delegation from that city.

6. Guest Flags

- a) The City Council may at its discretion fly a Guest Flag for a limited period on City Hall
- b) Dublin City will not fly any Flags that support political, union or religious movements or support discrimination or prejudice.
- c) When considering whether to fly the flag of a Nation or State not recognised by the Irish Government the Council will give due consideration to the advice of the Department of Foreign Affairs
- d) No Guest Flag will fly for more than three days in any month or more than once in any year
- e) Motions or applications to fly any flag should be lodged with the administrator of the Protocol Committee at least two months before the desired date.
- f) No commitment on dates can be given to any party in advance of the Council Decision
- g) Application or motions considered inappropriate by the Protocol Committee will not be referred to the City Council Meeting
- h) No flag raising ceremonies will be permitted in City Hall
- i) No delegations can present to the Protocol Committee or City Council on this topic
- j) Guest Flags will replace the Dublin Flag.