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## Draft Protocol for the Flying of Flags from Civic Buildings

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### 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 buildings. It does not apply to banners on the Quays or elsewhere.

Its purpose is to ensure that flags on Dublin City Council buildings are flown and displayed properly and that the procedure followed ensures the dignity and respect for those whom the flags are flown.

### 2. Standard Arrangements.

- a) Where 3 flagpoles are in place and are of equal height the order of flight from left to right is the National Flag, The Dublin Municipal Flag and the flag of the European Union. When the flagpole in the centre is the highest then this should take the national flag with the left taking the Dublin flag and the E.U to the right. Flags flown together should always be of equal size. The national flag should only be flown during daylight unless it is floodlit.
- b) The National Flag will be flown in accordance with guidelines from Department of An Taoiseach.
- c) The National Flag and the Dublin Flag should only be flown during daylight hours unless they are floodlit.
- 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 requested 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 holder of the 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, a former Councillor on request, or holder of the 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 the death of a serving Lord Mayor, (2 days) Councillor (1 day), holder of the Freedom of the City of Dublin (1 day) and for an employee (1 day) when the death is as a direct result of performing their work related duties.
- 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 (as recognised by the Department of Foreign Affairs) on one of its Civic Buildings when that Civic Building is hosting a Head of State or senior 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 on these occasions will be taken by the Lord Mayor for the Mansion House, the Protocol Committee for City Hall 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 on City Hall.
- b) The City Council will not fly any flag that represents a position or philosophy that is contrary to Dublin City Council policies or by-laws or espouses hatred, violence or racism.
- 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 seven days in any month or more than once in any year.
- e) Only one guest flag may be displayed per calendar month.
- f) 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.
- g) No commitment on dates can be given to any party in advance of the Council Decision
- h) Application or motions considered inappropriate by the Protocol Committee will not be referred to the City Council.
- i) The City Council on the basis of a simple majority will be the deciding authority with regard to guest flags.
- j) Flag raising ceremonies will not be permitted in City Hall
- k) Delegations will not be permitted to present directly to the Protocol Committee or City Council on this topic
- l) Guest Flags will replace the EU Flag except on Europe Day (9<sup>th</sup> May), in which instance the Dublin Flag will be the one replaced.

**Cllr Anne Feeney**  
**21<sup>st</sup> February 2018**