

METROPOLITAN STATE UNIVERSITY REGULATIONS



Metropolitan State University Flag - Half-Staff Policy

University Policy #1170

Section 1. Authority

The Office of the President is responsible for implementation of this policy.

Section 2. Background and Purpose:

The purpose of this memorandum is to publish the university policy for flying university flags at half-staff.

Section 3. General Policy:

Flying the Flag of the United States

The university will fly the flag of the United States of America at half-staff, in full accordance with the protocol set forth in the United States Flag Federal Code and as directed by the President of the United States of America.

Flying the Flag of the State of Minnesota

The university will fly the flag of the State of Minnesota at half-staff, in full accordance with the protocol set forth by the State of Minnesota and as directed by the Governor.

Flying the Flag of the University

The university flag will be flown at half-staff on all occasions when the flag of the United States and the Minnesota State flag are flown at half-staff. On other appropriate occasions outlined in Section 6 of this procedure, the university president or the president's designee may direct the university flag to be flown at half-staff.

Flag hierarchy for half-staff flying:

In the event the President of the United States requests the United States flag to be lowered to half-staff, on single flag poles the Minnesota and/or the Metropolitan State flags are to be removed and lowered to half-staff on multiple flag pole areas. The lowering process on single flag poles will be such that the state and university flag will be

removed and the United States flag fully raised to the top of the pole and then lowered to half-staff.

In the event that the governor, or authorized representative, requests the Minnesota State flag to be lowered to half-staff on single flag poles, the United States flag may be removed from the flag pole based on direction from the Governor's Office. In multiple flag pole areas, the United States flag may remain at full staff and the Minnesota State and university flags will be lowered to half-staff.

In the event that the president of the university requests that the university flag be lowered to half-staff on single poles, the United States or state flags are to be removed and on multiple poles, the United States and state flags are to remain at full staff.

Section 4. Effective Date:

This policy shall become effective upon signature by the president and shall remain in effect until notified and/or removed.

Section 5. Responsibility:

The responsibility for implementation of this policy is assigned to the Office of the President.

Section 6. Implementation:

Metropolitan State Flag Lowering

On February 1 of each year (*in 1973, the date of the first commencement at Metropolitan State*), the Metropolitan State University flag will be lowered in memory of all university community members or members of their families who have passed away.

The president may authorize the lowering of the flag for special circumstances not covered above, if the president determines that it is warranted.

Section 7. Review

This policy will be reviewed as needed.

Issued on this 31st day of August, 2005

Wilson G. Bradshaw, Ph.D., President