

DLR Flag Protocol 2022

1. Protocol Statement

This Protocol aims to clarify procedures for flying flags from Dún Laoghaire Rathdown County Council's Civic buildings namely the County Hall and Old Town Hall and by default to other Dlr Council Buildings and flag poles in other DLR Council locations.

The flying of flags at council buildings may represent a statement of identity, image and values associated with the council and therefore requires a formal protocol and a consistent management process. This protocol has been prepared having regard to the Guidelines issued by the Department of An Taoiseach and will be reviewed and updated as required.

2. Standard Arrangements

- A) Where three flagpoles are in place and all of equal height, the order of flags, from the observers' point of view, i.e. as you look at the County Hall from across the street from left to right is: The National Flag, The European Flag and the Council Flag. All flags to be of equal size.
- B) The National Flag is flown in accordance with guidelines from the Department of the An Taoiseach.
- C) The Flags, including the National Flag may only fly 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. The County Hall flags are flown Monday to Friday from sunrise to 18.00. They are only flown at weekends for special occasion e.g. Easter
- D) Flags should be maintained in good condition and disposed of respectfully.
- E) The Corporate Affairs Department is authorised to order the raising of flags at the properties and facilities operated by dlr Council.

3. Mourning and Half Mast arrangements

- A) All buildings will fly the National Flag at half-mast when directed by the National Government. When the National Flag is flown at half -mast all other flags are removed for the duration.
- B) The death of a prominent local figure may also be marked locally by the National Flag being flown at half-mast. The decision to fly the National Flag at half-mast for such occasions will be decided by the Corporate Affairs Department.
- C) County Hall will fly the Council Flag at half-mast for the death of a serving Cathaoirleach, Councillor or employee or for a former Cathaoirleach / Councillor or staff member if requested. Both the European and National flags will be removed for that duration.
- D) In all cases if the period between death and funeral services is more than three days the County Flag will fly at half-mast on the day of the death and subsequently the day of the funeral.

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

DLR County Council may fly other National Flags on one of our civic buildings when that building is hosting a Head of State or Government Delegation. On occasions the Department of Foreign Affairs may request that the Nation Flag of another state be flown. The decision to fly flags on these occasions will be taken by the Director of Corporate Affairs.

5. Flying the Flags of Twin/Sister Cities

DLR County Council may fly the flags of those cities with whom we are twinned or have a co-operation agreement when hosting an official delegation from that city.

6. Flying of Pride Flag

The Pride Flag will fly every year in support of the Pride Movement and to demonstrate the Council's commitment to the equality and the inclusion of all its citizens. The Pride Flag is usually flown for a week during Pride Month in June.

7. Guest Flags

- A) DLR County Council may at its discretion fly a Guest Flag for a limited period. While the balcony of the Old Town Hall hosts our three main flags, the three flag poles outside the entrance to the county hall on marine road shall be used for all guest flags.
- B) Dun Laoghaire Rathdown County Council will not fly flags that support political or religious movements or flags that 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 a year.
- E) No flag raising ceremonies will be permitted in County Hall
- F) Each request is for said year only and should not be assumed to be in perpetuum.**
- G) Guest flags will fly on the three main masts outside the county hall entrance, exceptions will be when hosting dignitaries via the Old Town Hall entrance. In this instance the Guest Flag will be flown from the balcony in place of the County Flag alongside the European and National Flag.

Requests and Assessing requests outside the Flag Policy

Any other request from an elected member to fly a flag, other than those specifically listed in this Flag Policy, shall be submitted to the Corporate Affairs Department (email: facilitiesmanagement@dlrcoco.ie) with no less than 2 weeks notice. Extra notice may be required should the Council not have the requested flag. The primary guiding principle when assessing requests to fly flags is to ensure the opportunity aligns with DLR County Council's values of equality and respect for all and such a request enhances the image and identity of DLR County Council.

The Council reserve the right to revoke any flag arrangement that has not been approved in accordance with this Protocol.