

FLAG LOWERING GUIDELINES
& PROCEDURES

GUIDELINES

The American flag will be lowered to half-staff only at the direction of the Board of Directors. The Board shall also indicate the duration of the order. Whenever the American flag is lowered the Myrtle Trace flag shall also be lowered.

In the event of the death of a resident, the Myrtle Trace flag shall be lowered in accordance with the following rules:

- The flag shall be lowered to half-staff for three full days following the date of the death. It shall then be returned to full staff on the evening of the third day.
- Whenever the flag is lowered, there shall be a notice posted at the Clubhouse entrance and the notice shall be removed when the flag is returned to full staff.
- If the surviving family of the deceased prefers not to have the flag lowered, this request should be honored.

PROCEDURE

When a Flag Person is advised of a death in the community, the surviving family should be consulted regarding their preferences relating to the flag and the posting of the death on memorial page of the website. The Flag Person shall then notify the following persons via e-mail regarding the death: MTHOA President (presently Cathy McElroy), Ted Ackley, Nona Mattson, Jim Wilkison, Bruce Williams and the other Flag Persons. This e-mail should indicate the family's preference regarding the Myrtle Trace website so that Bruce can post it on the website.

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