

<b>MOUNT SAINT VINCENT UNIVERSITY PHYSICAL PLANT POLICIES AND PROCEDURES</b>	SUBJECT <b>POLICY FOR FLAGS HALF-MASTING FOR MOURNING</b>	NUMBER
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CLASSIFICATION  GENERAL : PERSONNEL - ALL : - ACADEMIC G - NON-ACADEMIC ONLY G  FINANCIAL G	<b>BY AUTHORITY OF THE PRESIDENT AND VICE-CHANCELLOR</b>	EFFECTIVE DATE July 31, 2001
		SUPERSEDES

**FLAGS – HALF-MASTING FOR MOURNING**

**PURPOSE:** The purpose of this Policy is to define the procedures to be followed for lowering the University flag to half-mast.

**GENERAL:** Flags are flown at the half-mast position as a sign of mourning.

The flag is brought to the half-mast position by first raising it to the top of the mast then immediately lowering it slowly to the half-mast position.

The position of the flag, when flying at half-mast, will depend on the size of the flag and the length of the flagstaff. It must be lowered at least to a position recognizably “half-mast” to avoid the appearance of a flag which has accidentally fallen away from the top of the mast owing to a loose flag rope. A satisfactory position for half-masting is to place the centre of the flag exactly half way down the staff.

On occasions requiring that one flag be flown at half-mast, all flags flown together should also be flown at half-mast, except personal flags and standards. Flags will only be half-masted on those flagpoles fitted with halyards and pulleys.

**POLICY:** The flag will be lowered to half-mast when the University learns of the death of a current member of its faculty or staff, a student, or a member of the Board of Governors.

The flag may also be lowered at the discretion of the President, or her designate in her absence. The President’s decision will depend on the relationship of the person(s) to the University, and/or the individual’s prominence in the community. Disasters that affect the University Community may also result in lowering the flag. Special requests will be considered on an individual basis, taking into account the above factors.

The President’s office may consult the province’s Chief Protocol Officer (424-4194 or 424-4463) for advice.