

It may also be flown at half-staff during special periods of mourning as designated by the Governor of the State of New York and to commemorate the death of a serviceman/woman, official or public servant, who, in the opinion of a county, city, town, village, public corporation, special district or school district, contributed to the community.

### HOW TO FOLD THE FLAG

(Two people required) Hold the flag waist-high so the flag is parallel to the ground. Fold the lower half of the striped section lengthwise over the union holding the bottom and top edges securely. Fold the flag again lengthwise with the union on the outside. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle. Continue the triangular folding until only a short length of the union is left. Tuck it into other folds to secure the flag. When the flag is completely folded, only a triangular blue field of stars should be visible.

Town Supervisor  
**JOSEPH SALADINO**



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Town Supervisor  
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# DISPLAYING OUR FLAG

## RULES AND REGULATIONS



Provided by  
**The Town of Oyster Bay  
Veterans Advisory Council**  
[www.OysterBayTown.com](http://www.OysterBayTown.com)

### A Message From Town Supervisor **JOSEPH SALADINO**



Together with the **Town's Veterans Advisory Council**, we are pleased to provide this guide regarding flag etiquette to help residents properly and respectfully display our nation's proud symbol. In the Town of Oyster Bay, we are proud to see the American flag displayed proudly on homes throughout our great Town, and encourage all residents to understand the proper regulations when showing their patriotism.

Best Regards,

**JOSEPH SALADINO**  
Town Supervisor

### FLAG CODE

The United States Code, Title 36, Chapter 10, Section 170, and the New York State Consolidated Laws, Article 19, formalize existing laws and customs with respect to the display and use of the flag of the United States of America. The following information is a compilation of both codes.

### NATIONAL ANTHEM

During the playing or singing of the national anthem when the flag is displayed, all present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men not in uniform should remove their hat with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military

salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face the music and act in the same manner they would if the flag were displayed.

### STANDARDS OF RESPECT

The flag should never be dipped to anyone or anything.

The flag should never be displayed union (stars) down except as a signal of dire distress where life or property are in extreme danger.

The flag should never touch anything beneath it such as the ground, floor, water or merchandise.

The flag should never be carried horizontally, but always aloft and free.

The flag should never be festooned, drawn back or up in folds, but always allowed to fall free.

The flag, in whole or part, should never be used as clothing, a costume, an athletic uniform, bedding, drapery or as covering for a ceiling. A flag patch may be worn on the uniform of military, police and fire personnel and members of patriotic organizations.

The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on articles such as cushions, handkerchiefs, napkins, boxes or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard from which the flag is flown.

The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure or drawing of any kind.

The flag should never be used as a receptacle for receiving, holding, carrying or delivering anything.

The flag should never be fastened, displayed, used or stored in a way that would permit it to be easily torn, soiled or damaged in any way.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should

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be destroyed in a dignified way, preferably by burning. *Note:* Many veterans' organizations regularly conduct a flag burning ceremony. Contact your local veterans post to inquire about the availability of this service.

## **RAISING AND LOWERING THE FLAG**

The flag should be hoisted briskly and lowered ceremoniously. All persons present, except those in military uniform, should stand at attention facing the flag with their right hand over their heart. Men not in uniform, but wearing a hat, should remove their hat with their right hand and hold it at the left shoulder, the hand being over the heart. Those in uniform should render a military salute.

When the flag is lowered, no part of it should touch the ground or any object; it should be received by waiting hands and arms.

### **DISPLAYING THE FLAG OUTDOORS**

The flag should be displayed daily on or near the main administration building of every public institution, in or near every school when in session, in or near every polling place on election days.

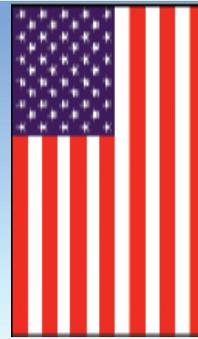
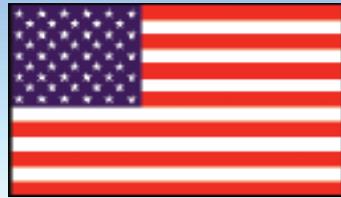
The flag may be displayed only from sunrise to sunset unless properly illuminated.

The flag should not be displayed on days when the weather is inclement unless an all-weather flag is used.

When the flag is displayed from a staff projecting from a window, balcony or a building, the union should be at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out union first from the building.

When the flag is displayed over the middle of a street, it should be hung vertically, with the union to the north in an east-west street and to the east in a north-south street.

When displayed either horizontally or vertically against a wall (outdoors or indoors), the union should



be at the top, to the flag's own right and to the observer's left.

When it is flown on the same halyard with another state, city or locality flag or society pennant, the U.S. flag must always be at the top. When the flags are flown from adjacent staffs, the U.S. flag should be hoisted first and lowered last. No flag or pennant may be placed above or to the U.S. flag's right except during church services conducted by Navy chaplains at sea, when the church pennant may be flown above the U.S. flag, and at United Nations Headquarters, where the United Nations flag may fly about the U.S. flag.

When the flags of two or more nations are displayed, each flag must be approximately the same size and flown from a separate pole of the same height.

### **DISPLAYING THE FLAG INDOORS**

The flag should not be used as covering for a speaker's desk, draping a platform or for any decoration in general. Red, white and blue bunting is available for these purposes. The blue stripe of the bunting should be on top.

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium or church, the U.S. flag should hold the position of superior prominence, in advance of the audience and in the position of honor at the speaker's or clergyman's right as he/she faces the audience. Any other flag so displayed should be placed to the left of the speaker or clergyman, which is to the right of the audience.

The U.S. flag should be at the center and at

the highest point of the group when a number of flags of states, localities or societies are grouped and displayed from staffs.

When one flag is displayed with the U.S. flag and the staffs are crossed, the U.S. flag should be placed on its own right with its staff in front of the staff of the other flag.

When displayed either horizontally or vertically in a window, the union should be at the top, to the flag's own right and to the observer's left.

When suspended across a lobby or corridor in a building with only one main entrance, the flag should be suspended vertically with the union to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north when the entrances are to the east and west or to the east when the entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

### **DISPLAYING AT CEREMONIES AND PARADES**

The flag should never be carried flat or horizontal, but always aloft and free.

When carried in a procession or with another flag or flags, the U.S. flag should be either on the marching right (the flag's own right) or, if there is a line of other flags, in front of the center of that line.

The flag should not be displayed on a float in a parade except from a staff (or as against a wall or in a window).

Be sure that no disrespect should be shown to the flag of the United States of America, the flag should not be dipped to any person or thing. Regimental colors, state flags and organization or institutional flags are to be dipped as a mark of honor.

When the flag is passing in a parade or in review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. When not in uniform, men wearing a hat should remove it with their right hand and hold it at

the left shoulder, the hand being over the heart. Persons in uniform should render the military salute. The salute to the flag in a moving column should be rendered at the moment the flag passes.

The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as a covering for the statue or monument.

### **DISPLAYING FLAGS ON VEHICLES**

The flag should not be draped over the hood, top, sides or back of a vehicle, railroad train or boat. When the flag is displayed on a car, the staff should be affixed firmly to the chassis or clamped to the right fender.

### **DISPLAYING AT HALF-STAFF**

When flown at half-staff, the flag should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should again be raised to the peak before it is lowered for the day. Crepe streamers should not be affixed to the flag staffs except by order of the President or Governor. On Memorial Day, the flag should be displayed at half-staff until noon, then raised to the top of the staff. On Pearl Harbor Day, the flag should remain at half-staff all day. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States government and the governor of a state, territory or possession. In the event of the death of other officials or foreign dignitaries, the flag should be displayed at half-staff according to Presidential instructions or orders or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any state, territory or possession of the government of any state, territory or possession of the United States, the governor of the state, territory or possession may proclaim that the flag may be flown at half-staff.