

Protocol for Flag Flying on Moray Council Buildings and War Memorials

1. Relevant Buildings & Flags:

- i. Council Headquarters: 3 flagpoles. On the heraldic right the Union Flag; centre the Saltire; heraldic left Moray Council flag
- ii. Council Offices, other than Headquarters: the Saltire
- iii. Town Halls: the Saltire.
- iv. Schools: the Saltire. The only exception to this is the school flag.
- v. War Memorials: The Union Flag
- vi. Where a flagpole exists: the appropriate flag to be made available

2. Occasions on which flags are to be flown at Half Mast:

- From the announcement of the death until after the funeral of the Sovereign, except on Proclamation Day when they are to be hoisted right up
- The funerals of members of the Royal Family, subject to special commands from the Sovereign in each case
- The funerals of First Ministers and Ex-First Ministers of Scotland
- The funerals of Prime Ministers and Ex-Prime Ministers of the United Kingdom
- Other occasions by special command of the Sovereign
- On the death of the Convener of the Moray Council (day of announcement of death and on the day of funeral)
- On the death of:
 - A Councillor
 - A former Convener
 - A Freeman
 - A chief official
- On the death of a Lord Lieutenant or former Lord Lieutenant of Banffshire or Moray – day of funeral on all buildings

- On the death of armed forces personnel who were residents of Moray killed on active service – day of the announcement of death and on the day of the funeral
- Other occasions at the discretion of the Convener in consultation with the Chief Executive

Note: Examples include a rail tragedy involving deaths, flooding leading to deaths etc.

3. Civic Occasions

- Twinning Exchange visits – flag of visiting twin town to be flown during the period of the visit by the overseas visitors in the appropriate community.

4. Commemorations

- Armed Forces Day
- Trafalgar Day – Union Flag flown on Nelson Tower
- Remembrance Sunday
- St Andrews Day – addition of Saltire flown on Nelson Tower
- Anniversaries & Special Events – at the discretion of the Convener, with the advice of the Chief Executive, with consideration being given to the importance of that commemoration or event to the community, for example

Anniversaries of organisations eg Girl Guides, Rotary	eg 100 th anniversary Flag of organisation flown on anniversary or during period of specific celebratory event.
National or international event eg British Orienteering Championship, European Pipe Band Championship	Flag of organisation flown for duration of event
Major community event eg Marafun	Flag of organisation flown on day of event
National Conference	Flag of organisation flown for duration of conference

The above are guidelines only.