

FLAG LOWERING GUIDELINES AND PROCEDURES

AMERICAN FLAG

The American flag will be lowered to half-staff as directed by the President of the United States or Governor of South Carolina. The Board has directed that on Memorial Day the flag will be lowered to half-staff until noon, at which time, it will be raised to full-staff. Whenever the American Flag is lowered, the Myrtle Trace flag shall also be lowered.

MYRTLE TRACE FLAG

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 flag should be lowered, a notice placed at the Clubhouse and the website should be updated. The Flag Person shall notify the following persons via e-mail regarding the death: MTHOA Board members, Chairperson of the Communication Committee and other Flag Persons.