



# Kildare County Council

## Flag Policy

Adopted April 29 2024



<b>Document Control</b>		
<b>Action</b>	<b>By</b>	<b>Date</b>
<b>Policy drafted by</b>	C. O’Grady SEO Corporate T. Shanahan	April 2024
<b>Draft Policy Recommended by</b>	Protocol and Procedures Committee Corporate Policy Group	April 2024
<b>Policy Approved by</b>	Full Council (with amendments)	April 2024
<b>Next Review Date</b>	Protocol and Procedures Committee	April 2025

## Contents

1.0 Policy Statement .....	3
2.0 The National Flag of Ireland.....	4
2.1 Guidelines for the Flying of the National Flag .....	5
2.2 Occasions on which the National Flag are Flown at Half-Mast.....	6
3.0 Occasions on which Other Flags are Flown. ....	7
3.1 Kildare County Flag .....	7
3.2 European Union Flag.....	8
3.3 United Nations Flag .....	8
3.4 Flags of Other Countries.....	9
3.5 Flags Relevant to Functions of Kildare County Council .....	9
3.6 Progressive Pride Flag, Bi Pride Flag and Trans Pride Flag.....	10
4.0 Requests and Assessing Requests Outside the Flag Policy .....	11
5.0 Decision-Making Process .....	11
6.0 Protocol Non-Compliance .....	11
7.0 Policy Review.....	11
8.0 Appendix 1 .....	12

## 1.0 Policy Statement

This Policy outlines the council's practice in relation to the flying of flags at all council-owned public buildings, including the decision-making process for requests relating to the same. This is in the context that flying flags at council buildings may represent a statement of identity, image, and values associated with the council and, therefore, require a formal protocol and consistent management process. This Policy has been prepared with regard to the Guidelines<sup>1</sup> issued by the Department of Taoiseach to assist individuals in giving due respect to the National Flag of Ireland.

---

1 <https://www.gov.ie/en/publication/adc448-the-national-flag/>

## 2.0 The National Flag of Ireland

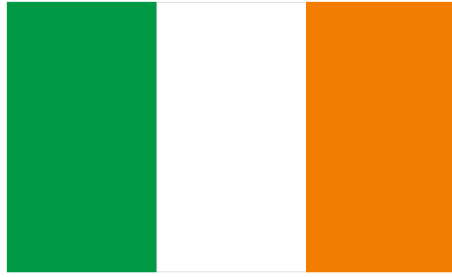


Figure 1 The National Flag of Ireland.

The National Flag of Ireland (hereinafter referred to as the National Flag) will be flown on:

- St. Brigid's Day, St. Patrick's Day (the National Holiday), Easter Sunday, and Easter Monday (in commemoration of the Rising of 1916) and the National Day of Commemoration (on the Sunday closest to 11 July, the date of the Anglo-Irish Truce in 1921).
- Council meeting days at Áras Chill Dara
- At all times at Áras Chill Dara and other council-owned public buildings where suitable lighting is provided.

## **2.1 Guidelines for the Flying of the National Flag**

- 2.1.1 When the National Flag is flown at a building or entrance along with other flags of equal height, it should be first on the right (on an observer's left).
- 2.1.2 When the National Flag is flown with the flags of other nations, each flag should have the same width and should fly from a separate flagpole of the same height. Where one of these flags is that of the EU, it should be flown on the immediate right of the National Flag as seen by an observer.
- 2.1.3 Where a building has two or more flagpoles, the flag of Kildare may be flown in addition to the National Flag but not in a superior position.
- 2.1.4 The National Flag may be flown at full mast all day with the exception of occasions where it is to be flown at half-mast. (see Section 2.2)
- 2.1.5 The National Flag may be flown by night and by day as long as it is properly illuminated at all times, preferably by spotlight.
- 2.1.6 When displayed on a platform, the National Flag should be above and behind the speaker's desk.
- 2.1.7 On occasion, an instruction may issue from Central Government to fly the National Flag.
- 2.1.8 When raising and lowering the National Flag, the flag must not be allowed to touch the ground.
- 2.1.9 Where the National Flag has become worn and frayed, it is no longer fit for display and should not be used in any manner implying disrespect.

## **2.2 Occasions on which the National Flag are Flown at Half-Mast**

On the death of a national or international figure, the National Flag may be flown at half-mast on council buildings equipped with a flagpole. The council occasionally receives requests from Central Government Departments to fly the National Flag at half-mast as a mark of respect for victims of national or international tragedies.

- 2.2.1 The death of a prominent local figure may also be marked locally by the National Flag being flown at half-mast.
- 2.2.2 The decision to fly the National Flag at half-mast, as outlined above, will be made by the Cathaoirleach, the Chair of the Protocol and Procedures Committee and the Chief Executive.
- 2.2.3 On the death in service of a Councillor or member of staff, the National Flag will automatically be flown at half-mast at Arás Chill Dara and other appropriate buildings on the day of the funeral.
- 2.2.4 Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. When being hoisted to half-mast, the National Flag should first be brought to the peak of the flagpole and then lowered to the half-mast position. It should again be brought to the peak of the flagpole before it is finally lowered.
- 2.2.5 If another flag is normally flown beside the National Flag, this flag should not be flown at all whilst the National Flag is at half-mast.

### 3.0 Occasions on which Other Flags are Flown.

The following are the flags that can also be considered under this Policy. Flags other than the National Flag will be flown for no longer than one week.

#### 3.1 Kildare County Flag

- 3.1.1 The Kildare County Flag may fly at Áras Chill Dara in advance of Kildare Teams participating in significant sporting occasions.
- 3.1.2 The Kildare County Flag may fly at Áras Chill Dara to mark sporting achievements by Kildare Teams participating in significant sporting occasions.
- 3.1.3 In the event of a death in service of a member of the Fire Service, subject to the agreement of the family, the Fire Service may organise a Fire Service funeral. As part of this ceremony, the coffin may be draped with the Kildare County Flag.



Figure 2 Kildare County Flag.

### **3.2 European Union Flag**

3.2.1 The European Union Flag is flown on occasions when a representative of the European Union is visiting or when there is a function connected to a project that has received funding from the European Union.



Figure 3 European Union Flag.

### **3.3 United Nations Flag**

3.3.1 The United Nations Flag shall be flown at Áras Chill Dara on for the calendar week in which 29 May falls to raise awareness of United Nations and the contribution of the Defence Forces to international peace keeping missions.



Figure 4 United Nations Flag



### **3.4 Flags of Other Countries**

- 3.4.1 Flags of other countries are flown on occasions when an official representative or representative group of another country is visiting.
- 3.4.2 The Flag of Palestine shall be flown at Áras Chill Dara on for the calendar week in which 29 November falls to mark International Day of Solidarity with the Palestinian People.



Figure 5 Palestinian Flag

### **3.5 Flags Relevant to Functions of Kildare County Council**

- 3.5.1 Flags of provinces or towns that Kildare County Council is twinned with may be flown as appropriate, i.e., to mark the presence of a visiting dignitary or deputation or a significant event relating to twinning.
- 3.5.2 Kildare County Council may also fly flags or banners that promote particular events or services that are within the mandate of Local Government.

### 3.6 Progressive Pride Flag, Bi Pride Flag and Trans Pride Flag

3.6.1 The Progressive Pride Flag will fly every year in support of the Pride Movement and to demonstrate the council's commitment to equality and the inclusion of all its citizens. Pride month typically takes place in June, but the dates will be confirmed in advance with the Pride organisers. When the date has been confirmed, the Progressive Pride Flag will fly for one week at Áras Chill Dara and other council-owned public buildings, where possible, during Pride month.

Kildare County Council also commits to flying the Bi Pride Flag and the Trans Pride Flag at Áras Chill Dara and other council-owned public buildings, where possible, at relevant dates to the LGBTQ+ community (see Appendix 1).

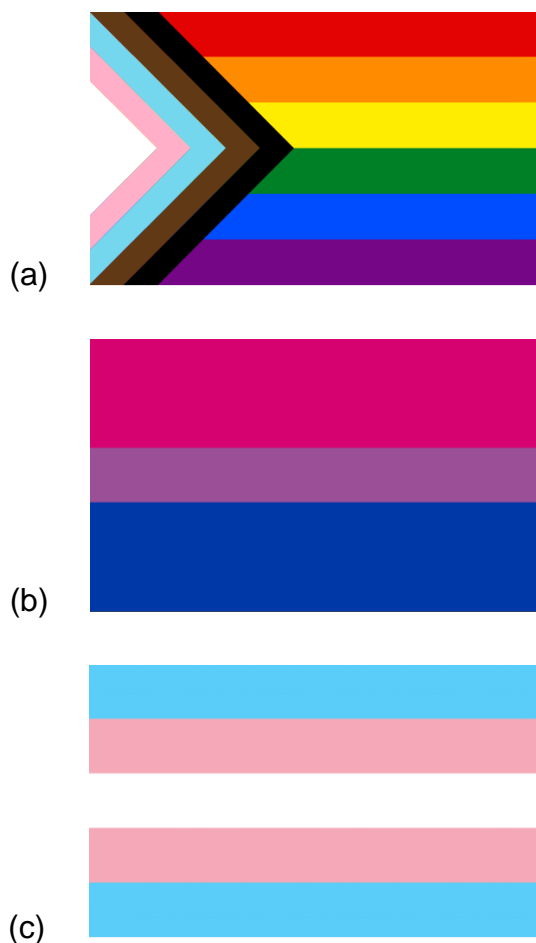


Figure 3.6.1 (a) Progressive Pride Flag, (b) Bi Pride Flag and (c) Trans Pride Flag.

#### **4.0 Requests and Assessing Requests Outside the Flag Policy**

Any other request from an elected member to fly a flag other than those specifically listed in this Flag Policy shall be submitted to the Corporate Services Department (email: meetings@kildarecoco.ie) in order to be considered by the Cathaoirleach, the Chair of the Protocol and Procedures Committee and the Chief Executive.

Proposals to fly a flag other than those specifically listed in this Flag Policy may also be considered by way of notice of motions to a meeting of the council or, at a municipal district level, to a meeting of the relevant municipal district.

#### **5.0 Decision-Making Process**

The primary guiding principle when assessing a request to fly flags is to ensure the opportunity aligns with Kildare County Council's values of equality and respect for all. Such a request enhances the image and identity of Kildare County Council.

#### **6.0 Protocol Non-Compliance**

The council reserves the right to revoke any flag arrangement not approved per this Policy.

#### **7.0 Policy Review**

The Protocol and Procedures Committee will periodically review this policy to ensure it is fit for purpose and update it as needed.

## 8.0 Appendix 1

Flag	Date	Day	Significance	National/ International
Trans-Pride Flag	31 March	International Transgender Day of Visibility		International
Trans-Pride Flag	13 – 20 November	Trans Awareness Week, finishing with International Trans Day of Remembrance.	A week to educate about transgender and gender non-conforming people and the issues associated with their transition and/or identity. Day to memorialise those who have been murdered as a result of transphobia.	International
Progressive Pride Flag	17 May	International Day Against Homophobia, Transphobia and Bi-Phobia.	To raise awareness of violence, discrimination, abuse, and repression of LGBTQ+ at home and worldwide.	International
United Nations Flag	29 May	Calendar week	To raise awareness of United Nations and the contribution of the Defence Forces to Peace Keeping missions.	International
Progressive Pride Flag	A week in June	Pride Month		National
Bi Pride Flag	19-23 September	Bi Visibility Week	Bi Visibility Day, also known as International Celebrate Bisexuality Day, has been marked each year since 1999 on 23 September to highlight biphobia.	International
Palestinian Flag	29 November	Week in which 29 November falls.	To mark International Day of Solidarity with the Palestinian People.	International