

## CONDUCT DURING HOISTING, LOWERING, OR PASSING OF THE AMERICAN FLAG IN A PARADE

All persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with their right hand over the heart, or if applicable, remove their hat with their right hand and hold it at the left shoulder, with their hand over their heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

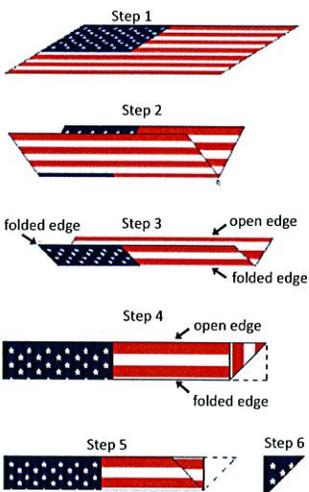
### FLAG AT HALF-STAFF

The flag, when flown at half-staff (one-half the distance between the top and bottom of the staff), should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should only be displayed at half-staff until noon, then raised to the top of the staff. By order of the President, the flag should be flown at half-staff upon the death of principal figures of the U.S. Government or the governor of a state, territory, or possession, as a mark of respect to their memory.

### FUNERALS

When the flag is used to drape a casket, it should be placed with the union at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

### HOW TO FOLD THE FLAG



1. Begin by having two people hold the flag waist-high and parallel to the ground.

2. Fold the flag horizontally bringing the bottom up to meet the top.

3. Fold in half again.

4. Starting at the striped end, bring the lower striped corner to the upper edge to form a triangle.

5. Fold the upper point in to form another triangle. Continue until entire flag is folded. Tuck remaining fabric into fold to make a triangle.

6. When the flag is completely folded, only a triangle of the blue union and white stars should be visible.

Adapted from [www.usflag.org](http://www.usflag.org)

## THE FLAG OF MINNESOTA



Adopted in 1957, the present Minnesota state flag is royal blue. The state seal is found in the center of the flag and is encircled by a wreath of pink and white showy lady slippers, the state flower. Three dates are woven into the wreath: 1819, the year Fort Snelling was established; 1858, the year Minnesota became a state; and 1893, the year the official flag was adopted.

Nineteen stars ring the wreath symbolizing that Minnesota was the 19<sup>th</sup> state to join the union after the original 13. The largest star represents the North Star and Minnesota. A red banner with yellow letters displays the state motto, *l'étoile du nord*—French for “the star of the north.” The word “Minnesota” appears in red on the bottom of the white band surrounding the seal.

### FLAG HOLIDAYS

The flag should be displayed on:

New Year's Day, January 1

Martin Luther King Jr. Day, third Monday in January

Presidents' Day, third Monday in February

Mother's Day, second Sunday in May

Armed Forces Day, 3rd Saturday in May

Memorial Day (half-staff until noon), last Monday in May

Flag Day, June 14

Father's Day, third Sunday in June

Independence Day, July 4

Labor Day, first Monday in September

Constitution Day, September 17

Veterans Day, November 11

Thanksgiving Day, fourth Thursday in November

Pearl Harbor Day, December 7

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# Guide to Flag Etiquette



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## THE UNITED STATES FLAG



The United States flag has 13 alternating red and white horizontal stripes. There are seven red and six white stripes with the red stripes at top and bottom. The canton, or union of navy blue, is located in the upper left-hand quarter, next to the staff. The blue union extends from the top to the lower edge of the fourth red stripe. The 50 stars in the blue union represent the number of states. The stars are arranged, with one point up, in nine horizontal rows.

Rules for proper display and use of the U.S. flag have been established by generally accepted custom and by Public Law 829, approved by Congress as the "Federal Flag Code." When the U.S. flag is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified way, preferably by burning.

### DISPLAYING THE AMERICAN FLAG

- No disrespect should be shown to the U.S. flag; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags should be dipped as a mark of honor.
- The flag should be displayed from sunrise to sunset on buildings and stationary flagstaves in the open. The flag may be displayed 24 hours a day if properly illuminated.
- The flag should be hoisted briskly and lowered ceremoniously.
- The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged.
- The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- The flag should not be displayed during inclement weather, except when an all-weather flag is displayed.
- The flag should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

- The flag should never be carried flat or horizontally, but always aloft and free.
- The flag should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. The flag should never be used as a covering for a ceiling.
- The flag should be displayed daily on or near the main administration building of every public institution.
- The flag should be displayed during school days in or near every school.
- No other flag or pennant should be placed above the U.S. flag. Flags of other nations should not be flown below or behind the U.S. flag, but rather on separate poles, at the same level and to the flag's left.
- The U.S. flag should be at the center and highest point of a group when several state or local flags or pennants are grouped and displayed from staffs.
- When flags of states or localities, or pennants of societies, are flown on the same halyard with the U.S. flag, the U.S. flag should be at the peak. When the flags are flown from adjacent staffs, the U. S. flag should be hoisted first and lowered last.
- When displayed flat on a wall behind a speaker, the flag should be displayed above and behind the speaker.
- When displayed from a staff in a church or public auditorium, the U.S. flag should hold the position of prominence, in front of the audience, and in the position of honor at the speaker's right. If another flag is also displayed it should be placed on the left of the speaker or to the right of the audience.
- When the U.S. flag is displayed from a staff projecting horizontally or at an angle from a window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff.



- When displayed either horizontally or vertically against a wall, the union should be uppermost and to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.
- When the flag is displayed over the middle of a street, it should be suspended vertically with the union to the north on east-west street or to the east on a north-south street.



- When the flag is suspended across a corridor or lobby in a building with only one main entrance, it 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 entrances are to the east and west. When entrances are to the north and south, the union should be to the east. If there are entrances in more than two directions, the union should be to the east.

- The U.S. flag, when displayed with another flag against a wall from crossed staffs, should be on that flag's own right, and the U.S. flag's staff should be in front of the other.

- When the flag is displayed on a car, the staff should be fixed firmly to the frame or clamped to the right fender. The flag should not be draped over the hood, top, sides, or back of a vehicle or on a railroad train or a boat. The flag should not be displayed on a float in a parade except from a staff.



- The U.S. flag, when carried in a procession with another flag, should be on the marching right, that is, the flag's own right. If there is a line of other flags, the U.S. flag should be in front of the center of that line.

- Lapel flag pins should be worn on the left lapel near the heart.

### PROHIBITIONS

- The flag should never be used for advertising purposes. It should not be embroidered on articles like cushions or handkerchiefs, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any kind.
- The flag should never be used as clothing, bedding, or drapery.
- No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations.