

Subject: Display and Protocol for the American Flag and California State Flag on Rossmoor Walnut Creek Property

Purpose: To establish a clear and consistent procedure for the display, handling, and protocol of the American Flag and the California State Flag on Rossmoor Walnut Creek (RWC) property, consistent with federal and state guidance.

PROCEDURE:

1. General Standard

RWC shall display and handle the American Flag and the California State Flag in accordance with:

- The United States Flag Code; and
- Applicable California statutes and guidance.

2. Position and Precedence

- When flown together, the American Flag shall be displayed in the position of highest honor.
- The California State Flag shall never be flown above or in a position superior to the American Flag.
- When displayed on the same flagpole, the American Flag shall be above the California State Flag.

3. Display Times and Conditions

- Flags shall be flown from sunrise to sunset unless properly illuminated for nighttime display.
- Flags shall be raised briskly and lowered ceremoniously.
- Flags shall not be flown during inclement weather unless designed for all-weather use.

4. Half-Staff Observance

- RWC shall observe all presidential and gubernatorial proclamations directing that flags be flown at half-staff.
- When flown at half-staff, the American Flag shall first be hoisted to the peak and then lowered to half-staff.
- At the end of the day, the flag shall be raised to the peak before being lowered.

5. Uniform Application

- This procedure shall be applied uniformly across RWC property.
- No discretionary determinations shall be made by management, committees, or the Board regarding whether to follow a proclamation.

6. Respect and Maintenance

- Flags shall be maintained in good condition and replaced when worn or damaged.
- Flags shall not touch the ground, be used as decoration or apparel, or be displayed in a disrespectful manner.

RESPONSIBILITY:

The General Manager or designee shall be responsible for implementing and administering this procedure and ensuring compliance with applicable proclamations and guidance.

Authority: Procedure

4/30/26