



Midpeninsula Regional  
Open Space District

R-23-58  
Meeting 23-14  
May 24, 2023

## AGENDA ITEM 8

### AGENDA ITEM

Annual Display of the Pride Progress Flag in June

### GENERAL MANAGER'S RECOMMENDATION

Approve the annual display of the Pride Progress flag on flag poles at Midpeninsula Regional Open Space District facilities during the month of June, including the attached Proclamation.

### SUMMARY

The Midpeninsula Regional Open Space District (District) Administrative Policy 1.03 *Display of Flags* provides standards for the care and display of the flags of the United States of America and the State of California at the Administrative Office, the Foothills Field Office, South Area Office, and the Skyline Field Office. The display of other flags requires Board of Directors approval (refer to Attachment 1).

The policy requires that requests to display other flags be submitted to the Visitor Services Manager who will determine whether to recommend the flag display for Board of Directors (Board) consideration at a Board meeting. The Visitor Services Manager and General Manager both recommend the annual display of the Pride Progress Flag during the month of June, consistent with the Board's Diversity Policy and in light of focused efforts to pursue diversity, equity, and inclusion (DEI) goals. If approved, the fiscal impact would be minimal (primarily the purchase of flags), with sufficient funds in the current fiscal year budget to cover the cost of the recommendation.

### DISCUSSION

A request to display the Pride Progress flag during the month of June has been discussed and supported by District Department Managers, Executive staff, and the District DEI Staff Committee.

Lesbian, Gay, Bisexual, Transgender and Queer Plus (LGBTQ+) Pride Month occurs in June to celebrate and commemorate LGBTQ+ pride. Pride Month began after the Stonewall riots, a series of gay liberation protests in 1969, and has since spread throughout and outside the United States.

The LGBTQ+ Pride or rainbow flag has been part of the LGBTQ+ movement since 1978, designed by Gilbert Baker at the request of Harvey Milk (the first openly gay man to be elected to public office in the United States). The flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ+ people in society.

There are many versions of the Pride flag, however, the Progress Pride Flag is what has become the preferred standard. The Progress Pride Flag was designed in 2018 by artist Daniel Quasar, adding a 5-colored chevron to the LGBTQ+ Rainbow Flag to place a greater emphasis on inclusion and progression. The black and brown stripes represent marginalized LGBTQ+ communities of color, community members lost to HIV/AIDS, and those currently living with HIV/AIDS. The white, pink, and blue stripes represent the transgender community. The chevron represents a need for forward movement. The redesigned flag aims to draw attention to the need to center and support black and brown queer and trans people, as well as those living with HIV/AIDS.



Many local government agencies have ordered the Progress Pride Flag to be flown at agency facilities and adopted proclamations declaring June as Pride Month. See Attachment 2 for the proposed proclamation. Local agencies that display the Pride Flag include:

City, County or Agency	
<b>Atherton</b>	<a href="#"><u>Redwood City</u></a>
<b>Belmont</b>	<b>San Bruno</b>
<b>Brisbane</b>	<b>San Carlos</b>
<b>Campbell</b>	<b>City of San Jose</b>
<b>Cupertino</b>	<a href="#"><u>San Jose Police Department</u></a>
<b>East Palo Alto</b>	<b>San Mateo</b>
<b>Foster City</b>	<b>Santa Clara</b>
<b>Gilroy</b>	<b>Saratoga</b>
<b>Half Moon Bay</b>	<a href="#"><u>Sunnyvale</u></a>
<b>Menlo Park</b>	<b>Valley Water</b>
<a href="#"><u>City of Mountain View</u></a>	<b>Woodside</b>
<a href="#"><u>Morgan Hill</u></a>	<b>County of Santa Clara</b>
<b>Pacifica</b>	<b>County of San Mateo</b>
<b>Pescadero</b>	
<b>Portola Valley</b>	

**FISCAL IMPACT**

There are sufficient funds in the adopted FY23 Budget to cover the cost of the recommendation, namely the purchase of Pride Progress flags.

**PRIOR BOARD AND COMMITTEE REVIEW**

None

**PUBLIC NOTICE**

Public notice was provided for this matter as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

**NEXT STEPS**

If approved, Pride Progress flags will be purchased by staff and raised on the flagpoles at the Administration Office, Foothills Field Office, Skyline Field Office, and the South Area Field Office every year during the month of June.

Attachments:


1. Administrative Policy 1.03 – Display of Flags
2. Pride Month Proclamation

Responsible Managers:

Ana M. Ruiz, General Manager  
Matt Anderson, Chief Ranger, Visitor Services Department

Prepared by / Contact person:

Matt Anderson, Chief Ranger, Visitor Services Department

	<h2>Display of Flags</h2>	<b>Administrative Policy Manual</b>  <b>Chapter 1 – Administration</b> <b>Policy 1.03</b>
		Responsible Department: Visitor Services
Effective Date: 12/21/22	Attachments: A. Flag Folding B. Flag Etiquette	
Prior Versions: 09/12/02, 01/27/14		

### Purpose

In order to ensure consistency between the offices, and proper respect for flags of honor, the following standards are adopted for the care and display of the flags of the United States of America and the State of California. The display of other flags requires Board of Directors approval.

### Policy

It is the policy of the Midpeninsula Regional Open Space District (District) that flags should be displayed in conformance with Federal and State Policies, as stated in the Federal “Our Flag” publication of the Congress, House Document No. 96-144; and the State of California Government Code Section 430, *et seq.* At a minimum, the national flag of the United States shall be displayed in the following District facilities.

- Board of Directors Chambers
- Outside the main Administrative Office, Foothills Field Office, South Area Office, and Skyline Field Office

### Indoor Display of Flags

When displaying the national flag of the United States within an interior space, the flag should be displayed to the right of the speakers/dais, or on the left side of the stage from the audience’s point of view. If other flags are also displayed, the flag of the United States shall always be placed in the position of highest honor by placing it higher than any other non-national flag, and either at the center of a group of flags or closest to the audience if only displaying two flags.

### Procedures

#### I. Care of the Flag

- A. Flags flown outdoors shall be all-weather flags.
- B. Upon being removed from the flagpole, the national flag should be folded into the shape of a triangle. See the attached pages for information regarding how to properly fold the flag. Note that this only applies to the national flag, not the state flag.

- C. When not on the flagpole, the flags should not be left unfolded, nor should they be allowed to touch or lie on the ground.
- D. If the flags are not lit, then they shall be raised after sunrise, and lowered prior to sunset from the flagpole daily.
- E. Questions regarding the display or care of the flags should be directed to the Visitor Services Manager.

## II. Flying the Flag at Half Staff

The national flag of the United States shall be displayed at half-staff on specific National days of remembrance and by order of the President of the United States, usually upon the death of principal figures of the United States government or to commemorate other days of observance.

The flag of the United States shall also be displayed at half-staff upon proclamation of the governor to acknowledge the death of an official of the state government or the death of a member of the armed services from California.

The General Manager or their designee may order the flag to be lowered to half-staff in honor of the death of a District Founder, Significant Supporter or Volunteer, or Staff Member killed in the line of duty.

The flag of the State of California should be removed when the United States flag is flown at half-staff.

- A. The flying of the national flag at half-staff shall be coordinated among the District's offices. The Visitor Services Manager is responsible for coordinating this, and approval shall be obtained from him/her prior to flying the flag at half-staff.

When a staff member is aware of a situation that would seem to be appropriate to fly the flag at half-staff (i.e., death of an appropriate ranking national or international figure or local public safety officer) he/she should advise the Visitor Services Manager and obtain direction.

- B. The flag should also be flown at half staff on the following days:

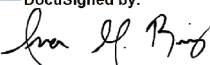
- May 15 – Peace Officers' Memorial Day
- Memorial Day – (last Monday in May, United States flag shall be flown at half staff until noon)
- September 11 – Patriot Day
- December 7 – Pearl Harbor Day

- C. To display the flag at half staff, first raise it briskly to the full height, and then lower it ceremoniously to half staff.
- D. When an office is closed, and no staff is available to lower the flag to half-staff, then the flag should not be flown.

III. Flags other than the national flag of the United States and state flag of California

The display of flags other than the national flag of the United States and the state flag of the State of California requires approval from the Board of Directors. Requests to display other flags can be submitted to the Visitor Services Manager who will determine whether to recommend the flag display for Board of Directors consideration at a Board meeting.

General Manager's Signature: \_\_\_\_\_

DocuSigned by:  
  
B0890649F640410...

Dated: \_\_\_\_\_

01/26/2023

# Flag Folding

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As an Army and Navy custom, the flag is lowered daily at the last note of retreat. Special care should be taken that no part of the flag touches the ground. The Flag is then carefully folded into the shape of a tri-cornered hat, emblematic of the hats worn by colonial soldiers during the war for Independence. In the folding, the red and white stripes are finally wrapped into the blue, as the light of day vanishes into the darkness of night.

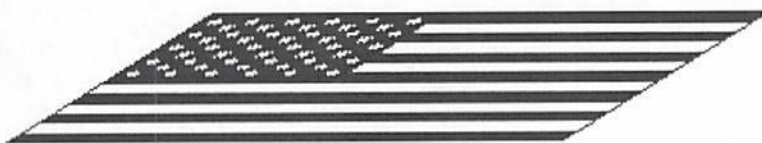
This custom of special folding is reserved for the United States Flag alone.

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## How to fold the Flag

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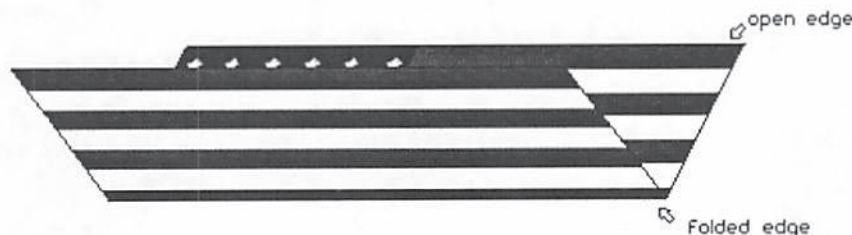
### Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.

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### Step 2





Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.

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### Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.

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### Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

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### Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

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### Step 6



The triangular folding is continued until the entire length of the flag



is folded in this manner.

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### Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.



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## Flag Folding Ceremony

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The flag folding ceremony described by the Uniformed Services is a dramatic and uplifting way to honor the flag on special days, like Memorial Day or Veterans Day, and is sometimes used at retirement ceremonies.

Here is a typical sequence of the reading:

(Begin reading as Honor Guard or Flag Detail is coming forward).

The flag folding ceremony represents the same religious principles on which our country was originally founded. The portion of the flag denoting honor is the canton of blue containing the stars representing the states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted when draped as a pall on a casket of a veteran who has served our country in uniform.

In the Armed Forces of the United States, at the ceremony of retreat the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation's honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

(Wait for the Honor Guard or Flag Detail to unravel and fold the flag into a quarter fold-- resume reading when Honor Guard is standing ready.)

# Flag Etiquette

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## STANDARDS of RESPECT

The Flag Code, which formalizes and unifies the traditional ways in which we give respect to the flag, also contains specific instructions on how the flag is not to be used. They are:

- The flag should never be dipped to any person or thing. It is flown upside down only as a distress signal.
- The flag should not be used as a drapery, or for covering a speakers desk, draping a platform, or for any decoration in general. Bunting of blue, white and red stripes is available for these purposes. The blue stripe of the bunting should be on the top.
- The flag should never be used for any advertising purpose. It should not be embroidered, printed or otherwise impressed on such articles as cushions, handkerchiefs, napkins, boxes, or anything intended to be discarded after temporary use. Advertising signs should not be attached to the staff or halyard
- The flag should not be used as part of a costume or athletic uniform, except that a flag patch may be used on the uniform of military personnel, fireman, policeman and members of patriotic organizations.
- The flag should never have placed on it, or attached to it, any mark, insignia, letter, word, number, figure, or drawing of any kind.
- The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

When the flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag it should be folded neatly and ceremoniously.

The flag should be cleaned and mended when necessary.

When a flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

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**Note:** Most American Legion Posts regularly conduct a dignified flag burning ceremony, often on Flag Day, June 14th. Contact your local American Legion Hall and inquire about the availability of this service.

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## Displaying the Flag Outdoors

When the flag is displayed from a staff projecting from a window, balcony, or a building, the union should be at the peak of the staff unless the flag is at half staff.

When it is displayed from the same flagpole with another flag - of a state, community, society or Scout unit - the flag of the United States must always be at the top except that the church pennant may be flown above the flag during church services for Navy personnel when conducted by a Naval chaplain on a ship at sea.

**ATTACHMENT B**

When the flag is displayed over a street, it should be hung vertically, with the union to the north or east. If the flag is suspended over a sidewalk, the flag's union should be farthest from the building.

When flown with flags of states, communities, or societies on separate flag poles which are of the same height and in a straight line, the flag of the United States is always placed in the position of honor - to its own right.

..The other flags may be smaller but none may be larger.

..No other flag ever should be placed above it.

..The flag of the United States is always the first flag raised and the last to be lowered.

When flown with the national banner of other countries, each flag must be displayed from a separate pole of the same height. Each flag should be the same size. They should be raised and lowered simultaneously. The flag of one nation may not be displayed above that of another nation.

**Raising and Lowering the Flag**

The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night.

The flag of the United States of America is saluted as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard or through the last note of music, whichever is the longest.

**Displaying the Flag Indoors**

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display.

When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag.

When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

**Parading and Saluting the Flag**

When carried in a procession, the flag should be to the right of the marchers. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

**The Salute**

To salute, all persons come to attention. Those in uniform give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge.

**The Pledge of Allegiance and National Anthem**

The pledge of allegiance should be rendered by standing at attention, facing the flag, and saluting.



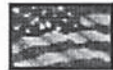
When the national anthem is played or sung, citizens should stand at attention and salute at the first note and hold the salute through the last note. The salute is directed to the flag, if displayed, otherwise to the music.

### **The Flag in Mourning**

To place the flag at half staff, hoist it to the peak for an instant and lower it to a position half way between the top and bottom of the staff. The flag is to be raised again to the peak for a moment before it is lowered. On Memorial Day the flag is displayed at half staff until noon and at full staff from noon to sunset.

The flag is to be flown at half staff in mourning for designated, principal government leaders and upon presidential or gubernatorial order.

When used to cover a casket, the flag should be placed with the union at the head and over the left shoulder. It should not be lowered into the grave.



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*Proclamation of the*  
**MIDPENINSULA REGIONAL  
 OPEN SPACE DISTRICT**

RECOGNIZING THE MONTH OF JUNE AS

*Pride Month*

**WHEREAS**, the Midpeninsula Regional Open Space District recognizes and proclaims the month of June as Lesbian, Gay, Bisexual, Transgender and Queer Plus (LGBTQ+) “Pride Month” ; and

**WHEREAS**, the Midpeninsula Regional Open Space District observes Pride Month to honor the history of the LGBTQ+ liberation movement and to support the rights of all citizens to experience equality and freedom from discrimination; and

**WHEREAS**, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ+ people in society; and

**WHEREAS**, all human beings are born free and equal in dignity and rights. LGBTQ+ individuals have had immeasurable impact to the cultural, civic and economic successes of our country; and

**WHEREAS**, the Midpeninsula Regional Open Space District is committed to supporting visibility, dignity and equality for LGBTQ+ people in our diverse community; and

**WHEREAS**, while society at large increasingly supports LGBTQ+ equality, it is essential to acknowledge that the need for education and awareness remains vital to end discrimination and prejudice; and

**WHEREAS**, this nation was founded on the principle that every individual has infinite dignity and worth, and the Board of Directors of the Midpeninsula Regional Open Space District calls upon the public, staff, and volunteers to embrace this principle and work to eliminate prejudice everywhere it exists; and

**WHEREAS**, celebrating Pride Month influences awareness and provides support and advocacy for the LGBTQ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights.

**WHEREAS**, that the Board of Directors of the Midpeninsula Regional Open Space District hereby proclaims the month of June as Pride Month in support of the LGBTQ+ community.

**NOW, THEREFORE, LET IS BE RESOLVED**, that the rainbow flag will be raised on June 1, 2023 and annually every June, recognizing all LGBTQ residents whose influential and lasting contributions strengthen the vibrancy and diversity of our society where we all work, live, and play.

\_\_\_\_\_  
 YORIKO KISHIMOTO, BOARD PRESIDENT

\_\_\_\_\_  
 MARGARET MACNIVEN, BOARD VICE-PRESIDENT

\_\_\_\_\_  
 CRAIG GLEASON, DIRECTOR, WARD 1

\_\_\_\_\_  
 JED CYR, DIRECTOR, WARD 3

\_\_\_\_\_  
 CURT RIFFLE, DIRECTOR, WARD 4

\_\_\_\_\_  
 KAREN HOLMAN, DIRECTOR, WARD 5

\_\_\_\_\_  
 ZOE KERSTEEN-TUCKER, DIRECTOR, WARD 7