

**VILLAGE OF BUFFALO GROVE  
POLICY ON FLAG DISPLAYS**

**PURPOSES:**

- Honoring existing flag protocols by establishing a policy which follows the United States and Illinois State provisions governing the display of flags on Village property;
- Establishing policy and procedures for the display of special flags.

**APPLICATION**

- This Policy applies to all buildings and facilities owned or controlled by the Village of Buffalo Grove and all individuals employed by or who volunteer with the Village of Buffalo Grove, unless a provision of the policy conflicts with a statute or contract (e.g., Collective Bargaining Agreement, Civil Service Rule, or Memorandum of Understanding).

**POLICY & PROCEDURE**

1. The Village of Buffalo Grove will follow the United States and Illinois state provisions governing the display and care of flags, including the United States flag, the Illinois State flag, the Village of Buffalo Grove flag.
  
2. The Village Board may approve the display of a special flag upon issuance of a federal or state proclamation, or via application procedure from a Village resident. The application to fly a special flag will be made available on the Village’s website or upon request from the Village Clerk. The completed application is to be submitted by the Village resident who is requesting the flying of a special flag no later than November 1 of the preceding year of the request to display the special flag. The Village Board in its sole discretion may approve an annual list of special flags to be flown for the upcoming year.
  - a. Examples of special flags include, but are not limited to, the following: sister city flags, heritage month flags, flags of other countries, flags received in recognition of awards, flags received from visiting groups, flags designating an event or accomplishment, flags supporting public awareness, or flags supporting social justice initiatives.
  
3. All approvals for special flag displays shall state the duration of the display, from a minimum of 24 hours to a maximum of one (1) calendar month per calendar year.
  - a. All special flag displays, will be placed in Rotary Village Green located at 265 N Buffalo Grove Road under the Flag of the United States.
  - b. All special flags will be smaller in size than the Flag of the United States.
  - c. All special flags shall be provided by the applicant no later than 30 days prior to the date the special flag is to be displayed. The special flag shall be provided to the

Village in good condition. The Village is not responsible for any damage that may occur to the flag while on display.

4. Special flags are intended to be flown one at a time.
  - a. If a request to fly two or more different special flags simultaneously is approved, discretion on placement, duration and order will reside with the Village Manager or designee.
  - b. If for any reason a special flag cannot be flown under the United States Flag, discretion on placement will reside with the Village Manager or designee.
  - c. The Village Manager may promulgate additional rules on placement, duration and order in accordance to Federal and State regulations.
5. When approving a special flag display, the Village Board shall consider and make a determination based on the following criteria:
  - a. Whether the United States or the State of Illinois has recognized the flag, organization or movement through statute or proclamation;
  - b. Whether the flag represents an organization dedicated to the public good for the citizens of Buffalo Grove;
  - c. Whether the flag represents a National, State, or Village interest;
  - d. Whether the flag is an historic American flag that continues to have a primary positive message of American history and unity;
  - e. Whether the flag promotes unity and community with another city, state, country, or other jurisdiction; or
  - f. Whether the flag represents a positive interest or value worthy of public recognition and does not:
    - i. Promote partisan political or election-related activities;
    - ii. Promote for-profit entities and projects that promote a for-profit entity and/or its products or services;
    - iii. Use Village property to publicly criticize, ridicule, disparage or defame any person or institution;

- iv. Discriminate against any person or group on the basis of race, color, national origin, religion, gender, age, disability, ancestry, creed, pregnancy, marital status, parental status, familial status, sexual orientation, status as a veteran, physical, mental, emotional or learning disability, or any other characteristic protected by federal, state or local law.
- v. Promote a non-secular organization or event

The following flags shall be the only flags authorized to be flown or otherwise displayed on or over Village-owned, leased, or otherwise controlled buildings and property unless approved by the Village Board:

- The official flag of the United States;
- The official flag of the State of Illinois;
- The official flag of the Village of Buffalo Grove;
- The official National League of Families POW/MIA Flag;
- Village Department Flags or Flags associated with Village recognition.
- The service flags of the United States Army, Air Force, Navy, Coast Guard, and Marines.

The following is a list of approved special flags that may only be displayed at Village Rotary Green for 2021 include:

- The Rainbow Pride Flag (June 2021)