



A GUIDE TO

VIRGINIA PROTOCOL

AND TRADITIONS



FOREWORD

The Practical Protocol Guide was first compiled and published in 1977. The many visiting dignitaries and official functions encountered during the 1976 bicentennial year in Virginia brought about many questions regarding protocol and procedure. The Guide was developed for use by the Governor's Office and those directly associated with the office and its activities. It was intended as a concise reference outlining recommended, acceptable practices consistent with modern lifestyle and approved social usage. It was not meant to address all contingencies but to set forth some rules that could be applied and lead to logical solutions. There were many people and agencies involved in the original Guide, including personnel in the Governor's Office, the Department of Military Affairs, the Military District of Washington, the Department of Planning and Budget, the Virginia House of Delegates, the Virginia Senate, the Division of Capitol Police, the Department of General Services, the Office of the Attorney General, and the Special Events Office of Colonial Williamsburg. Anne Geddy Cross and Trudy E. Norfleet performed in-depth and wide-ranging research and Martha U. Pritchard and Robert H. Kirby contributed significantly through extensive review and suggestions to content.

Additional questions arose and subsequent expanded editions of the Guide were produced in 1987 and 1989. In 2002, copies were no longer available and Bruce F. Jamerson, Clerk of the House of Delegates; Susan Clarke Schaar, Clerk of the Senate; and William H. Leighty, Chief of Staff to the Governor, organized a group of knowledgeable state employees along with Anne Cross and Trudy Norfleet to produce this publication. Personnel from most of the original agencies supported this project. Assistance also came from staff at the Supreme Court of Virginia, the Office of the Secretary of the Commonwealth, the Virginia Economic Development Partnership, the Library of Virginia, the Virginia Museum of Fine Arts, and the Executive Mansion.

It is hoped that the procedures and guidelines suggested in this publication will assist users in formulating answers to their questions based on accepted practices and common sense.

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1 PROTOCOL

Precedence

General Rules

Webster's Dictionary defines "precedence" as "the right to superior honor on a ceremonial or formal occasion" or "the order of ceremonial or formal preference."

Precedence is still determined by basic principles first set forth in the Eight Articles adopted by the Congress of Vienna in 1815. These principles resulted in the official precedence used today which is firmly set in Washington, D.C. and in all foreign capitals. Despite established rules, there are many situations which can alter the order of precedence; therefore, the U.S. Department of State does not publish its complete precedence list. Those wishing to observe strict protocol may send names and titles to the U.S. Department of State for suggested precedence.

Unlike the federal government, there is no fixed order of precedence for state and local government officials. Generally, state precedence follows the same order as federal precedence. When several state officials of the same rank from different states are present, their ranking is determined by their state's admission to the Union. A listing of these dates is found on page 31.

When dealing with the American precedence, there are several rules which always hold true and which may differ from what one would assume the order of precedence to be. First, no one outranks a governor in his own state except the President or Vice President of the United States. Secondly, no one outranks a mayor in his own city or town or the Chairman of the Board of Supervisors in his own county except the Governor of the state or the President or Vice President of the United States.

It is important to remember that for purposes such as seating the spouses of officials take on the rank of their spouses. They do not have their own rank unless they also hold an office. One exception to this is widows of former presidents who do have official standing. At a public dinner to which the President of the United States has been invited and sends his or her spouse as representative, that representative is accorded the same rank as the President. This could also be true of governors in their own state, but not other federal or state government officials.

Another rule of precedence to remember is that in a limousine the right rear seat is the seat of honor.

It is impossible to address individual situations in a publication of this nature. Sound reasoning and practical application of established precedence should be applied to determine appropriate ranking at a specific event. Two events with guest rankings are provided as examples at the end of this section.

Federal Order

The following unofficial list of precedence indicates the most usual order for various dignitaries:

The President of the United States
The Vice President of the United States
The Speaker of the House of Representatives
The Chief Justice of the United States
Former Presidents of the United States
The Secretary of State
The Secretary General of the United Nations
Ambassadors of Foreign Powers
Widows of former Presidents of the United States
Ministers of Foreign Powers
(Chiefs of Diplomatic Missions)
Associate Justices of the Supreme Court of the United States
The Cabinet
Chief of Staff for the President
Director of the Office of Management and Budget
United States Representative to the United Nations
The Senate
Governors of States
Former Vice Presidents of the United States
The House of Representatives
Charges d'affaires of Foreign Powers
The Under Secretaries of the Executive Departments and the Deputy Secretaries
Administrator of the Agency for International Development
Director of the United States Arms Control and Disarmament Agency
Secretaries of the Army, the Navy, and the Air Force
Chairman of the Council of Economic Advisors

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Chairman of the Board of Governors,
Federal Reserve

Chairman of the Joint Chiefs of Staff

Chiefs of Staff of the Army, the Navy, and the
Air Force (ranked according to date of
appointment)

Commandant of the Marine Corps

(5 Star) Generals of the Army and Fleet Admirals

The Secretary General of the Organization of
American States

Representatives of the Organization of
American States

Director of the Central Intelligence Agency

Administrator of the General Services Administration

Director of the U.S. Information Agency

Administrator of the National Aeronautics and
Space Administration

Chairman of the Civil Service Commission

Chairman of the Atomic Energy Commission

Director of the Office of Emergency Preparedness

Director of the Peace Corps

Director of the Office of Economic Opportunity

Special Assistants to the President

Deputy Under Secretaries of State

Assistant Secretaries of the Executive Departments

Chief of Protocol of the United States

Members of the Council of Economic Advisers

Active or Designate United States Ambassadors and
Ministers (career rank, when in the United States)

Under Secretaries of the Army, the Navy, and
the Air Force

(4 Star) Generals and Admirals

Assistant Secretaries of the Army, the Navy, and
the Air Force

(3 Star) Lieutenant Generals and Vice Admirals

Former United States Ambassadors and
Ministers to Foreign Countries

Ministers of Foreign Powers
(serving in Embassies, not accredited)

Deputy Assistant Secretaries of
the Executive Departments

Deputy Chief of Protocol

Counselors of Embassies or
Legations of Foreign Powers

(2 Star) Major Generals and Rear Admirals

(1 Star) Brigadier Generals and Commodores

Assistant Chiefs of Protocol

Virginia Order

Directed by previous practice, similarities on the Federal list, and established relationships, the following list is suggested as a guide to Virginia's precedence:

Governor

Lieutenant Governor

Attorney General

U.S. Senators for Virginia

U.S. Representatives for Virginia

Speaker of the Virginia House of Delegates

Chief Justice of the Supreme Court of Virginia

President Pro Tempore of the Senate of Virginia

Former Governors

Active and retired Justices of
the Supreme Court of Virginia

Federal Judges

Governor's Secretaries

Secretary of the Commonwealth

Widows of former Governors

Members of the Senate of Virginia *

Members of the Virginia House of Delegates *

Judges of the Court of Appeals of Virginia

Judges of Courts of Record

Mayors of Cities **

Chairmen of Boards of Supervisors **

Mayors of Towns **

Former Lieutenant Governors

Former Attorneys General

Appointed Heads of
State Departments and Institutions

Chairmen of Boards of
Departments and Institutions

Executive Assistants to the Governor

* *Within the House of Delegates and the Senate, members are ranked according to their seniority.*

** *This order of precedence changes when in own jurisdiction; see Precedence, page 1. One of the important factors in establishing their precedence is the size and importance of the jurisdiction.*

Armed Forces

The order of precedence for members of the armed forces follows the order of precedence of the services: Army, Marine Corps, Navy, Air Force, and Coast Guard. As an example, a Marine Captain has equal rank with an Army Captain but is seated below him at the table.

If a foreign dignitary is arriving on a military base, a conflict may arise between the ranking local official and the base commander. Generally speaking, if the base is

just being used for transportation and will not be toured, the local official should take precedence and head the receiving line at the arrival ceremony. The Protocol Officer on the military base should be consulted for appropriate procedure.

When considering the ranking of military personnel at a social event, the following order of precedence, prepared by the Department of Defense, may be helpful:

Army	Marine Corps	Navy	Air Force
<i>Commissioned Personnel</i>			
General (5 Stars)	(no equivalent)	Fleet Admiral	General (5 Stars)
General (4 Stars)	General (4 Stars)	Admiral	General (4 Stars)
Lieutenant General (3 Stars)	Lieutenant General (3 Stars)	Vice Admiral	Lieutenant General (3 Stars)
Major General (2 Stars)	Major General (2 Stars)	Rear Admiral	Major General (2 Stars)
Brigadier General (1 Star)	Brigadier General (1 Star)	Commodore	Brigadier General (1 Star)
Colonel	Colonel	Captain	Colonel
Lieutenant Colonel	Lieutenant Colonel	Commander	Lieutenant Colonel
Major	Major	Lieutenant Commander	Major
Captain	Captain	Lieutenant	Captain
First Lieutenant	First Lieutenant	Lieutenant Junior Grade	First Lieutenant
Second Lieutenant	Second Lieutenant	Ensign	Second Lieutenant
<i>Warrant Personnel</i>			
Chief Warrant Officer W-4	Chief Warrant Officer W-4	Chief Warrant Officer W-4	The Air Force no longer has Warrant Officers.
Chief Warrant Officer W-3	Chief Warrant Officer W-3	Chief Warrant Officer W-3	
Chief Warrant Officer W-2	Chief Warrant Officer W-2	Chief Warrant Officer W-2	
Chief Warrant Officer W-1	Chief Warrant Officer W-1	Chief Warrant Officer W-1	

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Army	Marine Corps	Navy	Air Force
<i>Enlisted Personnel</i>			
Sergeant Major of Army	Sergeant Major of the Marine Corps	Master Chief Petty Officer of Navy	Chief Master Sergeant of the Air Force
Command Sergeant Major or Sergeant Major	Sergeant Major or Master Gunnery Sergeant	Master Chief Petty Officer or Fleet Command Master Chief Petty Officer	Chief Master Sergeant or Command Chief Master Sergeant
First Sergeant or Master Sergeant	First Sergeant or Master Sergeant	Senior Chief Petty Officer	Senior Master Sergeant or First Sergeant
Platoon Sergeant or Sergeant First Class	Gunnery Sergeant	Chief Petty Officer	Master Sergeant or First Sergeant
Staff Sergeant	Staff Sergeant	Petty Officer First Class	Technical Sergeant
Sergeant	Sergeant	Petty Officer Second Class	Staff Sergeant
Corporal or Specialist	Corporal	Petty Officer Third Class	Sergeant
Private First Class	Lance Corporal	Seaman	Airman First Class
Private E-2	Private First Class	Seaman Apprentice	Airman
Private E-1	Private	Seaman Recruit	Airman Basic

Coast Guard personnel are ranked as the Navy. Virginia National Guard personnel are ranked as the Army (Army National Guard) and Air Force (Air National Guard).

Forms of Address

The Honorable

In the federal government, *The Honorable* is used to address, by name, high officials and former high officials of the American government (this includes officials who have held a commission), foreign ministers, and heads of international organizations. A person once entitled to *The Honorable* continues to be so addressed. A wife or husband does not share the other's official title.

Your Honor is never used, nor is *The Honorable* used with military or scholastic rank. *The Honorable* is used in addressing, by name:

American Ambassadors
 American Ministers (as a diplomatic title, not a religious title)
 American Representatives in international organizations
 Assistant Heads of independent federal agencies
 Assistant Secretaries of executive departments and officers of comparable rank
 Assistants to the President
 Cabinet officers
 Clerk of the U.S. House of Representatives
 Commissioners
 Commissioners of Washington D.C.
 Counselor of the Department of State
 Foreign Ministers (as a diplomatic title, not a religious title)
 Heads of major organizations in federal agencies
 Heads of international organizations (unless entitled to "His Excellency" by reason of a position previously held), alternates, deputies, and assistant heads
 High Commissioners
 Judges (Justices of the Supreme Court excepted)
 Legal Advisor of the Department of State
 President of the United States (if addressed by name)
 Public Printer
 Members of the U.S. House of Representatives
 Secretary of the U.S. Senate
 Secretary to the President
 United States Senators
 Sergeants at Arms of the U.S. Senate and U.S. House of Representatives
 Under Secretaries of executive departments
 U.S. Representatives, alternates, and deputies to international organizations
 Vice President of the United States

In state and local government, the practice of conferring *The Honorable* should not be overused to the extent that it becomes less meaningful.

It is recommended that the following list be used as a guide in conferring *The Honorable* to state and local government officials:

Governor
 Lieutenant Governor
 Attorney General
 Justices of the Supreme Court
 Judges
 Mayors
 Governor's Chief of Staff
 Governor's Secretaries (such as Secretary of Administration)
 Commissioners of the State Corporation Commission and Industrial Commission
 State Legislators
 Clerks of the Senate and House of Delegates
 Elected Members of County Boards of Supervisors, City Councils and Town Councils
 Secretary of the Commonwealth
 Elected Constitutional Officers

Excellency

Only three states, New Hampshire, Massachusetts, and South Carolina have written into their laws that the title *Excellency* is to be used for their governor. In other states the use of this title is only a courtesy.

Etiquette books disagree on whether or not the term should be used and, if so, when it should be employed.

Historically, *Excellency* has been strictly a title reserved for foreign ambassadors. Its use in America probably derived from colonial times when the British Royal Governors were addressed as "Your Excellency." It seems more American to address governors of states as *The Honorable* rather than in the same manner as their British counterparts. This preserves the dignity of the Governor's title without being overly pretentious.

If one wishes to use the term *Excellency* on occasion, perhaps the most appropriate time would be when announcing the Governor at a formal occasion, as in: "His Excellency, John H. Doe, Governor of the Commonwealth of Virginia."

Esquire

Esquire is a complimentary title. It is correct only when addressing an envelope and is always proper form to a lawyer and a clerk of court. On social correspondence the abbreviation is correct but is generally written in full in writing to a diplomat.

The title of **Esquire** is of British origin and was once used to denote the eldest son of a knight or members of a younger branch of a noble house. Later, all graduates of universities, professionals, literary men, and important landholders were given the right to this title, which even today denotes a man of education.

All formally engraved invitations are addressed to Mr. Stanley Smith; written invitations and other personal letters may be addressed to Stanley Smith, **Esquire**. Mr. and **Esquire** are never used in the same address.

Courtesy Titles

In official and social usage, every individual's name is preceded by a courtesy title such as **Mr., Mrs., Miss, Dr., The Honorable**, etc. **Ms.** is sometimes used when the marital status of a woman is unknown or she prefers that title. **Ms.** is not used in diplomatic or official correspondence. In those cases, **Miss** is used rather than **Mrs.** when the marital status is not known.

Salutation and Complimentary Close

There are many optional variations, both formal and informal, in forms of address, especially in the salutation and complimentary close. For example, to the Vice President:

Salutation:

Sir: or Madam: (formal)

Complimentary Close:

Very truly yours, (formal)

Sincerely yours, (informal)

The U.S. Department of State has adopted the **informal** style of address for American officials. This is a matter of personal preference and relates to how well the addressee is known to the addresser as well as the content of the letter.

The following official forms of address seem most consistent with common practice in Virginia. The complimentary close has been omitted as the individual writing the letter best decides this. Forms of address for purely social correspondence are discussed on page 13.

Federal Officials

President of the United States

Address

The President

The White House*

Salutation

Dear Mr. President

Dear Madam President

Conversation

Mr. President

Madam President

On a Place Card

The President

* The address is to be indented two spaces on each line. This style should be applied throughout this section.

Former President of the United States

Address

The Honorable John/Jane Dodd

Salutation

Dear Mr./Mrs./Miss Dodd

Conversation

Mr./Mrs./Miss Dodd

On a Place Card

Mr./Mrs./Miss Dodd

Vice President of the United States

Address

The Vice President

United States Senate

Salutation

Dear Mr./Madam Vice President

Conversation

Mr./Madam Vice President

On a Place Card

The Vice President

Assistant to the President

Address

The Honorable John/Jane Smith

Assistant to the President

Salutation

Dear Mr./Mrs./Miss Smith

Conversation

Mr./Mrs./Miss Smith

On a Place Card

Mr./Mrs./Miss Smith

Cabinet Secretaries**Address**

The Honorable John/Jane Smith
Secretary of cabinet name

Salutation

(official) Dear Mr./Madam Secretary
(unofficial) Dear Mr./Mrs. Smith

Conversation

Mr./Madam Secretary
Or Mr./Mrs. Smith

On a Place Card

The Secretary of cabinet name
Or Mr./Mrs. Smith

The Attorney General**Address**

The Honorable John/Jane Brown
Attorney General

Salutation

Dear Mr./Madam Attorney General

Conversation

Mr./Madam Attorney General

On a Place Card

The Attorney General

(When both Federal and State Officials are present, the U.S. Attorney General is listed as The Attorney General and the State Attorney General as The Attorney General of state.)

The Chief Justice**Address**

The Chief Justice
The Supreme Court

Salutation

Dear Chief Justice

Conversation

Chief Justice

On a Place Card

The Chief Justice

Associate Justice**Address**

Justice Randolph
The Supreme Court

Salutation

Dear Justice Randolph

Conversation

Justice Randolph

On a Place Card

Justice Randolph

(Never use first names unless there are two identical last names. Retired Justices are addressed in the same way as Associate Justices.)

Judge of a Court**Address**

The Honorable John/Jane Martin
Judge of the United States
District Court for District

Salutation

Dear Judge Martin

Conversation

Judge Martin

On a Place Card

Judge Martin

Representative**Address**

The Honorable John/Jane Reed
United States House of Representatives

Salutation

Dear Mr./Mrs./Miss Reed

Conversation

Mr./Mrs./Miss Reed

On a Place Card

Mr./Mrs./Miss Reed

Senator**Address**

The Honorable John/Jane Park
United States Senate

Salutation

Dear Senator Park

Conversation

Senator Park

On a Place Card

Senator Park

The Speaker of the House of Representatives**Address**

The Honorable John/Jane Jackson
The Speaker of the House of Representatives

Salutation

Dear Mr./Madam Speaker

Conversation

Mr./Madam Speaker

On a Place Card

The Speaker

State Officials**Governor****Address**

The Honorable John/Jane Doe
Governor of Virginia

Salutation

Dear Governor Doe

Conversation

Governor Doe or Governor

On a Place Card

The Governor
(outside of own state, The Governor of state)

Former Governor

Address

The Honorable John/Jane Doe
Street Address

Salutation

Dear Governor Doe

Conversation

Governor Doe or Governor

On a Place Card

Governor Doe

Lieutenant Governor

Address

The Honorable John/Jane Conner
Lieutenant Governor of Virginia

Salutation

Dear Lieutenant Governor Conner

Conversation

Mr./Mrs./Miss Conner
Or Lieutenant Governor

On a Place Card

The Lieutenant Governor
(Outside of own state - The Lieutenant Governor of *state*)

(Sometimes the Lieutenant Governor is informally referred to as "Governor." As presiding officer in the Senate, he is referred to as "Mr. President.")

Former Lieutenant Governor

Address

The Honorable John/Jane Conner
Street Address

Salutation

Dear Mr./Mrs./Miss Conner

Conversation

Mr./Mrs./Miss Conner

On a Place Card

Mr./Mrs./Miss Conner

Attorney General

Address

The Honorable John/Jane Brown
The Attorney General of Virginia

Salutation

Dear Mr./Madam Attorney General

Conversation

Mr./Mrs./Miss Brown
Or Mr./Madam Attorney General

On a Place Card

The Attorney General
(Outside of own state - The Attorney General of *state*)

Former Attorney General

Address

The Honorable John/Jane Brown

Salutation

Dear Mr./Mrs./Miss Brown

Conversation

Mr./Mrs./Miss Brown

On a Place Card

Mr./Mrs./Miss Brown

Speaker of the House of Delegates

Address

The Honorable John/Jane Estes
The Speaker of the House of Delegates of Virginia

Salutation

Dear Mr./Madam Speaker

Conversation

Mr./Madam Speaker

On a Place Card

The Speaker

Former Speaker of the House of Delegates

Address

The Honorable John/Jane Estes

Salutation

Dear Mr. Speaker
Or Dear Mr./Mrs./Miss Estes

Conversation

Mr. Speaker
Or Mr./Mrs./Miss Estes

On a Place Card

Mr./Mrs./Miss Estes

(A Speaker who leaves the General Assembly while Speaker continues to be referred to as "Mr. Speaker.")

President Pro Tempore of the Senate

Address

The Honorable Sally Smith
President Pro Tempore of the Senate of Virginia

Salutation

Dear Senator Smith

Conversation

Senator Smith

On a Place Card

The President Pro Tempore of the Senate of Virginia

Governor's Cabinet Secretary

Address

The Honorable Michael/Mary J. Bradshaw
Secretary of (*cabinet name*)

Salutation

Dear Mr./Madam Secretary

Conversation

Mr./Madam Secretary
Or Miss/Mrs./Mr. Bradshaw

Place Card

The Secretary of (*cabinet name*)

State Senator***Address***

The Honorable John/Jane Frank

Salutation

Dear Senator Frank

Conversation

Senator Frank

On a Place Card

Senator Frank

Former State Senator***Address***

The Honorable John/Jane Frank

Salutation

Dear Senator Frank

Conversation

Senator Frank

On a Place Card

Senator Frank

Member of the House of Delegates***Address***

The Honorable John/Jane Gregory

Salutation

Dear Mr./Mrs./Miss Gregory

Conversation

Mr./Mrs./Miss Gregory

On a Place Card

Mr./Mrs./Miss Gregory

Former Member of the House of Delegates***Address***

The Honorable John/Jane Gregory

Salutation

Dear Mr./Mrs./Miss Gregory

Conversation

Mr./Mrs./Miss Gregory

On a Place Card

Mr./Mrs./Miss Gregory

Judicial Officials**Chief Justice of the Supreme Court of Virginia*****Address***

The Honorable James Smith

Chief Justice

Supreme Court of Virginia

Salutation

Dear Chief Justice Smith

Conversation

Chief Justice

On a Place Card

The Chief Justice

Or The Chief Justice of the Supreme Court of Virginia

Former Chief Justice of the Supreme Court of Virginia***Address***

The Honorable Jane Hewitt

Salutation

Dear Chief Justice Hewitt

Conversation

Chief Justice

On a Place Card

Chief Justice Hewitt

Justice of the Supreme Court of Virginia***Address***

The Honorable Robert Smith

Justice

Salutation

Dear Justice Smith

Conversation

Justice Smith

On a Place Card

Justice Smith

Retired Justice of the Supreme Court of Virginia***Address***

The Honorable Sally Jones

Senior Justice

The Honorable John Jones

Retired Justice

Salutation

Dear Justice Jones

Conversation

Justice Jones

On a Place Card

Justice Jones

(Some former justices become Senior Justices and continue to work on a schedule of 25% of normal hours. Other justices completely retire, but they may be called back on a case by case basis.)

Chief Judge of the Court of Appeals of Virginia***Address***

The Honorable Chris Tuck

Chief Judge

Court of Appeals of Virginia

Salutation

Dear Judge Tuck

Conversation

Judge Tuck

On a Place Card

Judge Tuck

(All other judges, including Circuit Court Judges, District Court Judges, and Judges of Juvenile and Domestic Relations courts are addressed in a similar manner).

Local Officials

Mayor

Address

The Honorable Randolph Cary
Mayor of city

Salutation

Dear Mayor Cary

Conversation

Mr. Mayor

On a Place Card

The Mayor
(Outside his city - The Mayor of city)

Chairman of the Board of Supervisors

Address

The Honorable William Thomas
Chairman, Board of Supervisors
County of county

Salutation

Dear Mr. Thomas

Conversation

Mr. Thomas

On a Place Card

Mr. Thomas

Diplomatic Officials

Ambassador of the United States (on post)

Address

The Honorable John/Jane Washington
American Ambassador

Salutation

Dear Mr./Madam Ambassador

Conversation

Mr./Madam Ambassador

On a Place Card

The American Ambassador

(Social correspondence addressed to The Honorable Jane Washington and her husband should read:

*The Honorable Jane Washington
American Ambassador
and Mr. Washington)*

Ambassador of the United States (away from post)

Address

The Honorable John/Jane Washington
The American Ambassador to country

Salutation

Dear Mr./Madam Ambassador

Conversation

Mr./Mrs./Miss Washington
Or Mr./Madam Ambassador

On a Place Card

Ambassador Washington

Social

The Honorable John/Jane Washington
Ambassador to country
and Mr. Washington

Foreign Officials

Ambassador

Address

His Excellency Pierre Dunn
Ambassador of country

Salutation

Dear Mr. Ambassador

Conversation

Mr. Ambassador

On a Place Card

The Ambassador of country

Social

His Excellency
The Ambassador of country
and Mrs. Dunn

King

Address

His Majesty Frederick IX
King of Denmark

Salutation

Your Majesty

Conversation

Your Majesty

(for prolonged conversation, Your Majesty is used when first addressed and Sir/Ma'am is used afterwards.)

On a Place Card

His Majesty
The King of Denmark

Social

His Majesty
The King of Denmark

Prime Minister

Address

His Excellency Harold Wilson
The Prime Minister of Great Britain

Salutation

Dear Mr. Prime Minister

Conversation

Mr. Prime Minister

On a Place Card

The Prime Minister of Great Britain

Social

His Excellency The Prime Minister of Great Britain
and Mrs. Wilson

(If the leader of the country is female, the "His" and "Mr." would change to "Her" and "Madam.")

Ecclesiastical Officials

Protestant Minister

Address

The Reverend Tyler Carter

Salutation

Dear Mr. Carter

Conversation

Mr. Carter

On a Place Card

Mr. Carter

Dean

Address

The Very Reverend John Marks, D.D.
Dean of Washington Cathedral

Salutation

Dear Dean Marks

Conversation

Dean Marks

On a Place Card

Dean Marks

Roman Catholic Priest

Address

The Reverend Custis Dandridge

Salutation

Dear Father Dandridge

Conversation

Father Dandridge

On a Place Card

Father Dandridge

Jewish Rabbi

Address

Rabbi John Parke, Ph.D.

Salutation

Dear Dr. Parke

Or Dear Rabbi Parke

Conversation

Dr. Parke

Or Rabbi Parke

On A Place Card

Rabbi Parke

Or Dr. Parke

Bishops

Presiding Bishop of the Protestant Episcopal Church in the United States

Address

The Most Reverend John Brooks, D.D., LL.D.
Presiding Bishop of the Protestant Episcopal Church
in the United States

Salutation

Dear Bishop Brooks

Conversation

Bishop Brooks

On a Place Card

Bishop Brooks

Other Protestant Episcopal Bishops

Address

The Right Reverend John Jones, D.D., LL.D.
Bishop of Washington

Salutation

Dear Bishop Jones

Conversation

Bishop Jones

On a Place Card

Bishop Jones

Roman Catholic Bishop in the United States

Address

The Most Reverend Robert Scott, S.T.D.
Bishop of Buffalo

Salutation

Dear Bishop Scott

Conversation

Bishop Scott

On a Place Card

Bishop Scott

Methodist Bishop

Address

The Reverend Joseph Dutton, D.D.
Methodist Bishop

Salutation

Dear Bishop Dutton

Conversation

Bishop Dutton

On a Place Card

Bishop Dutton

Military Officials

Many sources outline the proper form of address for military personnel. Below are general rules that may serve as guidelines for individual situations.

The full rank is usually used as a title when addressing letters and in formal introductions. When used in the greeting, the full rank is usually shortened. For instance, the salutation for a Lieutenant Colonel would be “Colonel.” The address or formal introduction for a first sergeant would include the full title. The salutation for correspondence to a first sergeant would be “Sergeant.” A chief petty officer would be greeted as “Chief.”

To assist in addressing letters or invitations when spouses are included, some of these examples include a spouse with the same name and a spouse with a different name.

Major General – Army (USA), Air Force (USAF), Marine Corps (USMC) (man or woman)

Official

Major General John Henry Doe, USA (USMC or USAF)
Major General Elizabeth Smith Doe, USA (USMC or USAF)

Salutation

Dear General Doe

Conversation

General Doe

On a Place Card

Major General Doe

Social

Major General and Mrs. John Henry Doe
Major General Elizabeth Smith Doe and Mr. John Doe

Salutation

Dear General and Mrs. Doe
Dear General Doe and Mr. Doe

Rear Admiral – Navy (USN), Coast Guard (USCG) (man or woman)

Official

Rear Admiral John Henry Doe, USN (or USCG)
Rear Admiral Elizabeth Smith Doe, USN (or USCG)

Salutation

Dear Admiral Doe

Conversation

Admiral Doe

On a Place Card

Rear Admiral Doe

Social

Rear Admiral and Mrs. John Henry Doe
Rear Admiral Elizabeth Smith Doe and
Mr. John Alexander

Salutation

Dear Admiral and Mrs. Doe
Dear Admiral Doe and Mr. Alexander

All Sergeant Ranks – Army (USA), Air Force (USAF), Marine Corps (USMC) (man or woman)

Official

Staff Sergeant John Henry Doe, USA (USMC or USAF)
Staff Sergeant Elizabeth Smith Doe, USA (USMC or USAF)

Salutation

Dear Sergeant Doe

Conversation

Sergeant Doe

On a Place Card

Staff Sergeant Doe

Social

Staff Sergeant and Mrs. John Henry Doe
Staff Sergeant Elizabeth Smith Doe and
Mr. Ronald Doe

Salutation

Dear Sergeant and Mrs. Doe
Dear Sergeant Doe and Mr. Doe

All Petty Officer Ranks – Navy (USN), Coast Guard (USCG) (man or woman)

Official

Chief Petty Officer John Henry Doe, USN
Chief Petty Officer Elizabeth Smith Doe, USN

Salutation

Dear Mr. Doe
Dear Miss or Mrs. Doe

Conversation

Mr. Doe
Miss or Mrs. Doe

On a Place Card

Mr. Doe
Miss or Mrs. Doe

Social

Mr. and Mrs. John Henry Doe
Mrs. Elizabeth Smith Doe and Mr. Ronald Doe

Salutation

Dear Mr. Doe
Dear Mr. and Mrs. Doe

Although forms of address for the military usually follow general rules, there are exceptions throughout the ranks and the services. Listed below are three resources that may be consulted when specific questions arise:

McCaffree, Mary Jane and Pauline Innis. *Protocol, The Complete Handbook of Diplomatic, Official and Social Usage*. Dallas, TX: Hepburn Books, 1997.

Swartz, Oretta D., *Service Etiquette*, 4th Edition, United States Naval Institute, Annapolis, Maryland, 1988.

www.army.mil/usapa/epubs, choosing Information Management and then AR 25-50 – Preparing and Managing Correspondence. Accessed November 27, 2002.

Social Correspondence

Envelopes for social correspondence of top government officials, e.g. The President, The Governor, Vice President, Lieutenant Governor, Chief Justice, and Attorney General, do not include the surname with the title. The title stands alone as follows:

The President

The White House

The Chief Justice

The Supreme Court

When a spouse is included, the envelope would be addressed as follows:

The President

and Mrs. Doe

The White House

If the spouse of an official has his or her own title, it should be addressed as follows:

The President

and Dr. Doe

If the spouse of an official uses a different surname, it should be addressed as follows:

The President

and Ms. Jane Smith

(“First Lady” is an unofficial title and should never be used except in informal introductions.)

The Chief Justice

and Mrs. Winston

The Supreme Court (or a home address)

The social address for an Associate Justice differs slightly and includes the surname of the Justice.

Mr. Justice Randolph

and Mrs. Randolph

The Supreme Court (or a home address)

(On social correspondence for other officials when an honorific such as “The Honorable” is used and a spouse is included, neither the honorific nor the title of the addressee should apply to the spouse. In fact, the title could be omitted if desired.)

With title

The Honorable John H. Park

Secretary of Finance

and Mrs. Park

Without title

The Honorable Jane H. Park

and Mr. Park

Invitations

All invitations extended to state officials should be acknowledged in a prompt and appropriate manner. Many invitations include a reply card of some kind. The use of reply cards has become more casual. They are an expedience for guests and an efficient way for the host group to sort and handle a large number of replies. Even the White House often uses reply cards in various sizes so that the responses to different events may be handled quickly. When reply cards are included with invitations, it is recommended that they be used.

If a telephone number or e-mail address is given for response, the reply may be made by telephone or e-mail and a record maintained of the details of the call for file purposes.

Informal Invitations

Informal invitations are issued to state officials in various forms and ways. In addition to the above general recommendations, below is a suggested response to informal printed invitations from individuals, groups, or organizations without a reply card, or when a card is only for acceptances or contributions.

*Governor and Mrs. Gray thank you
for the kind invitation from the
Crews Chamber of Commerce
for Friday, April 20.
They regret they will not be able
to attend due to a prior engagement.*

For invitations extended by letter, with or without a printed invitation accompanying it, responses should be made by letter with the official's signature.

Formal Invitations

All formal invitations are worded in the third person and their acceptances and regrets are answered in the same form and by hand. Formal invitations may be engraved, partially engraved, or handwritten. If partially engraved, all information to be added should be handwritten, preferably in black ink.

Reply to Formal Invitations

A reply to a formal invitation should be written in long hand on fine quality white or off-white double-fold stationery. The only exception to this is when an invitation is sent to a man or woman at an office address. In this case, the reply may be on personal or business stationery. Replies are handwritten in the same form and wording as the invitation.

Mr., Mrs., Ms., and Dr. are the only abbreviations that should be used in any sort of reply, and the name of each sender should be mentioned. Courtesy titles should never be used when referring to oneself.

An acceptance to an invitation should specify the date, hour, and place and always say "the kind invitation."

A regret to an invitation should refer only to the date, not the hour (the year should not be used in any type of response). One should speak of "the kind invitation" or "very kind invitation" when writing a regret.

It is a courtesy to give a reason for regretting an invitation. The formal excuses are standardized and the only ones considered valid are illness, a previous engagement, or absence from the city. (An invitation to the White House is a valid and necessary reason for regretting all other, even previously accepted, invitations.)

If the invitation is from the White House, a reason for not accepting is always given. The four valid reasons for regretting an invitation from the White House are severe illness, absence in some distant place from which return is obviously impossible, the death of a very close relative, or a family wedding.

No matter what form an invitation takes or what manner is used for reply, invitations should always receive a timely response. If circumstances prevent a timely reply, it is still courteous to reply after the requested time and before the event.

Formal Invitation and Response



*Governor and Mrs. Randall Lewis Thompson
request the pleasure of your company
at a reception
on Friday evening, the ninth of April
from seven until nine o'clock
The Executive Mansion*

*R.S.V.P.
The Executive Mansion*

Black Tie

*Mr. and Mrs. John Jay
accept with pleasure
the kind invitation of
Governor and Mrs. Randall Lewis Thompson
for a reception
on Friday evening, the ninth of April
from seven until nine o'clock*

*Mr. and Mrs. John Jay
regret that due to the illness
of Mrs. Jay
they are unable to accept
the kind invitation of
Governor and Mrs. Randall Lewis Thompson
for a reception
on Friday evening, the ninth of April*

A White House Invitation and Response



*The President and Mrs. Allen
request the pleasure of the company of
Governor and Mrs. Marshall
at a concert and reception to be held at
The White House
on Wednesday evening, June 18, 1987
at nine o'clock*

White Tie



THE EXECUTIVE MANSION

*Governor and Mrs. Marshall
have the honor of accepting
the kind invitation of
The President and Mrs. Allen
for a concert and reception
on Wednesday evening, June 18
at nine o'clock*



THE EXECUTIVE MANSION

*Governor and Mrs. Marshall
regret that due to their absence
from the country
they are unable to accept
the very kind invitation of
The President and Mrs. Allen
for a concert and reception
on Wednesday evening, June 18*

Samples of Formal Invitations When There Are Guests of Honor



*On the occasion of the visit of
Her Majesty Queen Elizabeth, II
and His Royal Highness The Prince Philip,
Duke of Edinburgh
The Governor of Virginia and Mrs. Warren
request the pleasure of your company
at a luncheon
on Saturday, the tenth of July
Nineteen hundred and seventy-six
at half after twelve
The Rotunda
The University of Virginia
Charlottesville, Virginia*

*A reply is requested
Governor's Office
Richmond, Virginia 23219*



*Mrs. Warren Lewis Barton
requests the pleasure of your company
at coffee
honoring the wives of
members of the General Assembly of Virginia
on Tuesday, the twentieth of February
from eleven until half after twelve o'clock
The Executive Mansion*

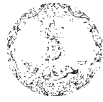
A reply is requested

To meet the British Ambassador



*Mrs. Warren Lewis Barton
requests the pleasure of your company
at a reception
on the fifth of March
from half after seven until nine o'clock
The Executive Mansion*

A reply is requested

Example of an invitation when the Governor is female and married.

*The Governor of Virginia and Mr. John Jones
request the pleasure of your company
at a reception
on Friday, the tenth of March
from six until seven-thirty o'clock
The Executive Mansion*

R.P.V.P.

Example of an invitation when the spouse of the Governor has a different name and a title.

*Governor Susan Smith and Dr. Robert White
request the pleasure of your company
for dinner
on Sunday October 17, 2002
at seven o'clock
The Virginia Room
The Williamsburg Lodge
Williamsburg, Virginia*

*R.P.V.P.
804-555-2200 or invite@111.com*

Dress

Suggested Dress Definitions

One of the questions that seems to be uppermost in everyone's mind when receiving an invitation is "what is the appropriate dress?" On many invitations the dress is indicated as white tie, informal, casual, etc., but even then uncertainty often exists as to the meaning of the terms.

As one of the purposes of this book is to address practices as clearly as possible, the following dress definitions are offered.

Formal

White tie means full evening dress - tailcoats and white ties for men; long evening dresses for women.

Black tie means tuxedos or dinner jackets for men; floor length or short evening dresses for women.

For the Inauguration of the Governor of Virginia, males in the official party wear morning coats and women wear dark suits.

Informal or Semi-formal

Men: Business suits

Women: Dresses, short or long informal

Casual

Men and Women: Sports clothes to fit the activities planned; no coats or ties for men.

Military

Civilian terms often do not properly describe military attire. When the function is primarily a military affair, the armed services involved should be contacted for the best terminology to describe what the appropriate attire will be.

Receiving Line

A receiving line should be as short as possible, and the order of persons depends upon the formality of the occasion.

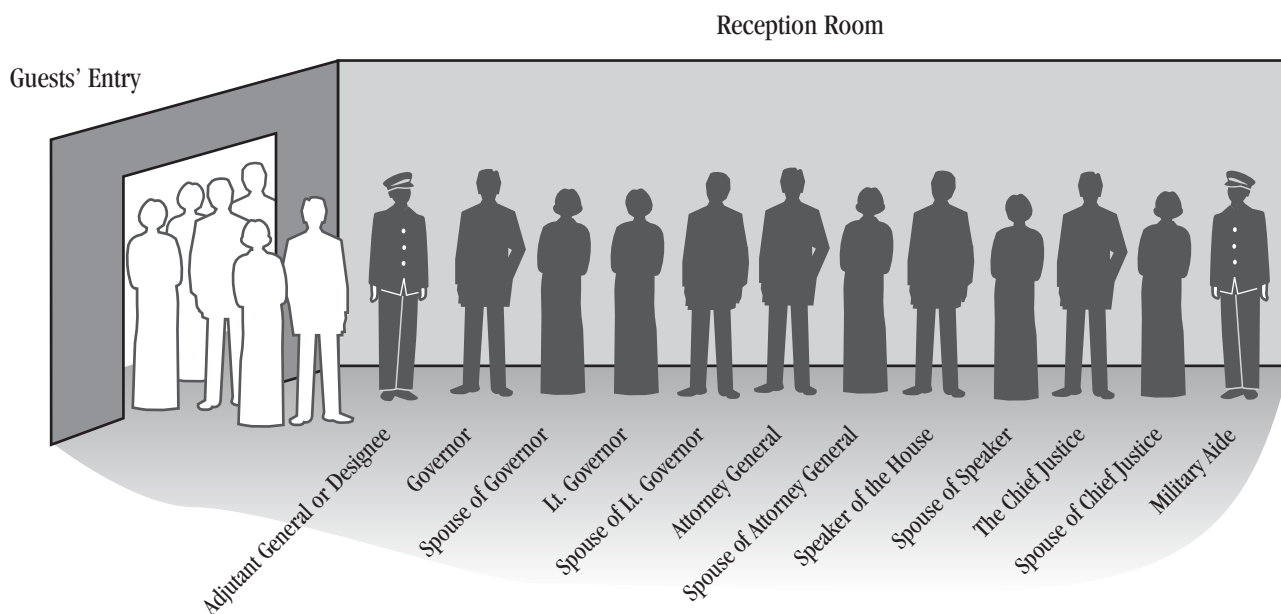
In an official function for high-ranking dignitaries, the Department of State follows this sequence: host/hostess, guest of honor, guest of honor's spouse, host's/hostess' spouse. (If the last person in line is female, a man should be added so a woman will not be left at the end of the line.) An alternate order, equally appropriate, is: host, hostess, guest of honor, and spouse of guest of honor. When the guest of honor is a head of state or government, the host and hostess relinquish their positions. The sequence is: Chief of State, spouse of Chief of State, host, hostess, and possibly another man.

At an unofficial function, the hostess is first in the receiving line, then the guest of honor, the host, and the spouse of the guest of honor.

For a Governor's formal reception, it is customary for the Adjutant General of Virginia or his designee to stand at the entrance of the reception room to receive the names of the guests and convey them to the Governor by merely turning to him and saying "Mr. Johnson."

Guests do not shake hands with the Adjutant General, military designee or military aide and, in case of couples, give only the last name(s).

A military aide may be placed at the end of the line to facilitate movement of the guests and to prevent a woman from being at the end of the receiving line.



Dinners and Luncheons

Seating

Head Table

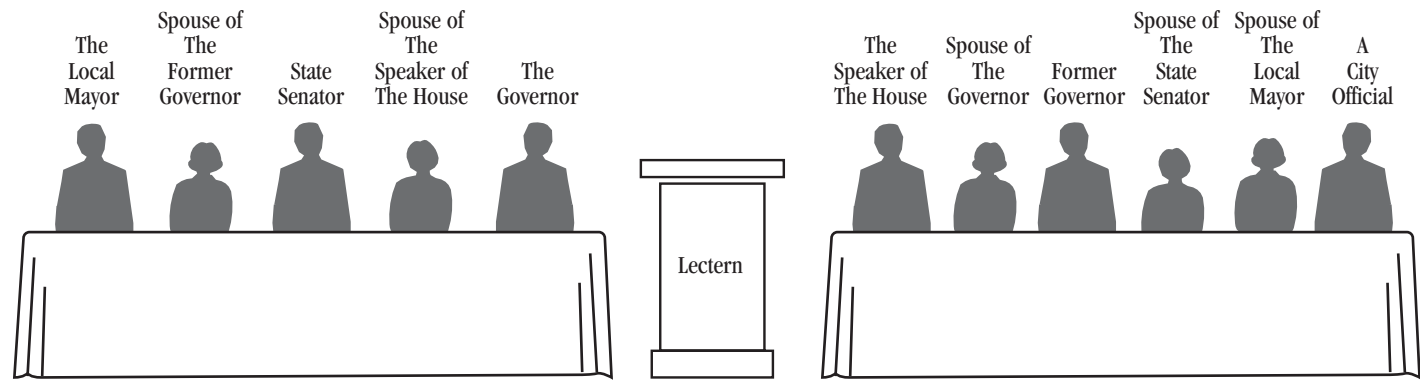
Seating arrangements for a head table often cause unnecessary concern. As in other matters of protocol, courtesy and sound reasoning are the best guides, for many factors can alter established procedure. The following guide is to be considered in this light.

At a formal occasion, the head table is arranged in order of precedence. If the guest of honor is to make an address, he sits to the right of the master of ceremonies at the center of the table. The second ranking guest sits at the left of the master of ceremonies and so on in alternating fashion. If at all possible, two women should not be seated together and a woman should not be left at the end of the table. A woman (or man) always takes the rank of her husband (or wife).

When space permits, places are set along only one side of the table so the guests of honor face the tables at which the other guests are seated.

The following is an example of seating for state functions where the Speaker of the House of Delegates is the Master of Ceremonies and the Governor is the Guest of Honor. Seated at the head table are:

- The Governor and spouse
- The Speaker of the House of Delegates and spouse
- A former Governor and spouse
- A State Senator and spouse
- The local Mayor and spouse
- A city official



Tables of Eight

At official functions, it is difficult to observe strict protocol when seating a table of eight. It may be easier to increase the number to ten. If not, either the correct order of precedence or the alternate seating of men and women must be sacrificed as shown below.

Guests

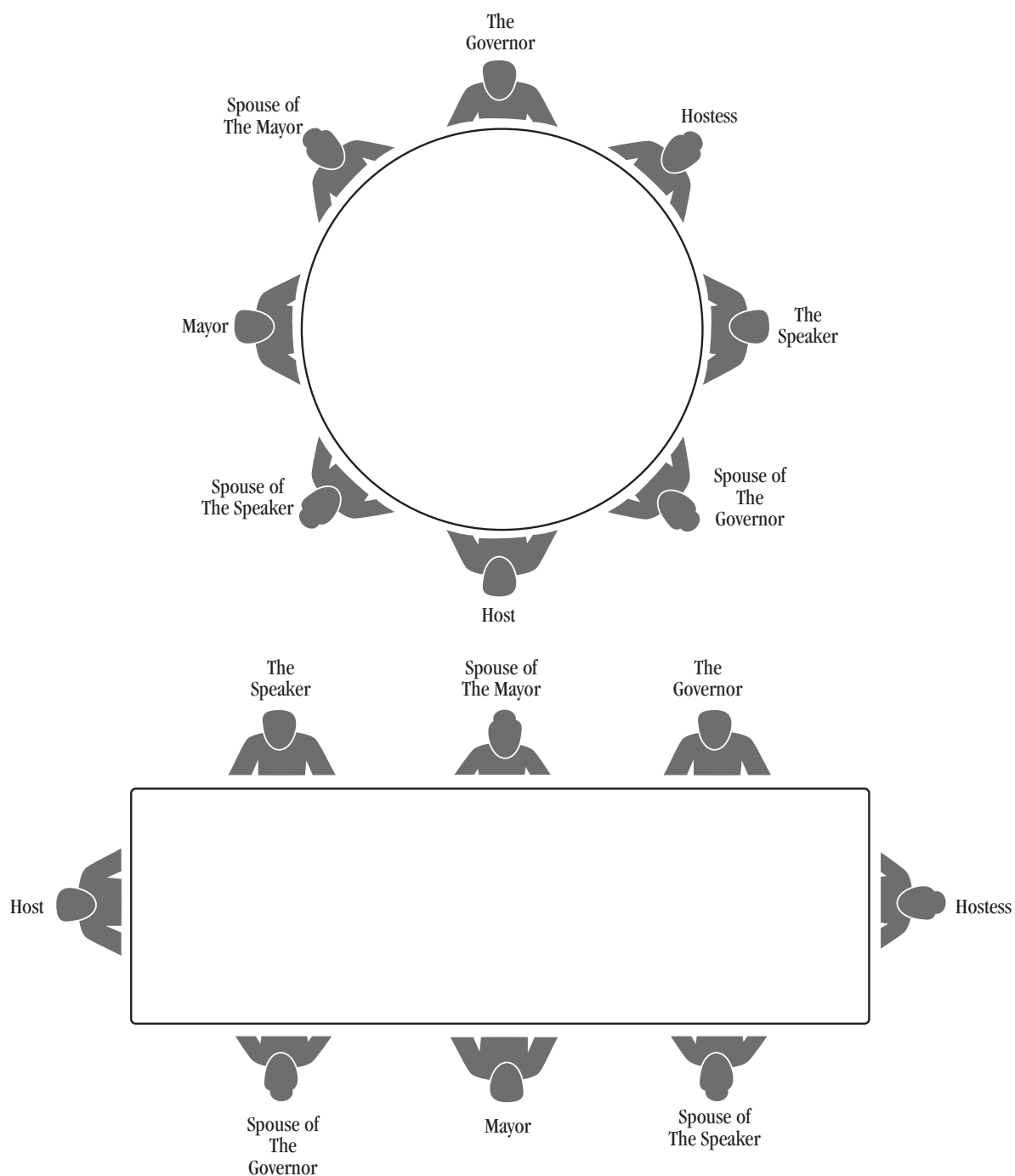
The Host and Hostess

The Governor and spouse

The Speaker of the House and spouse

A Mayor and spouse (outside of own city)*

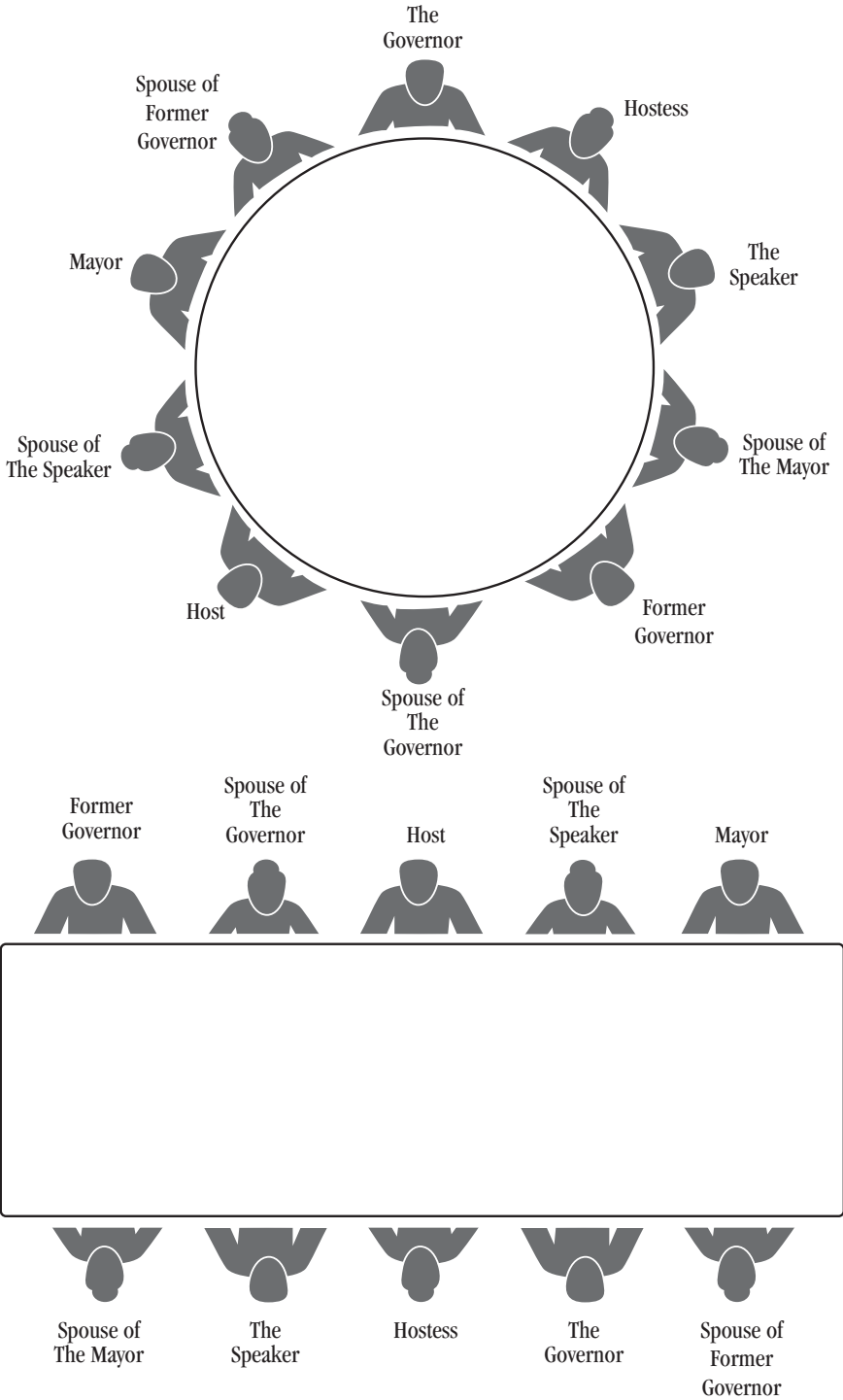
* see pp. 1 and 2



Tables of Ten

Guests

The Host and Hostess	Former Governor and spouse
The Governor and spouse	A Mayor and spouse (outside of own city)*
The Speaker of the House and spouse	* see pp. 1 and 2.



U-Shaped Table

Guests

The Host and Hostess

The Governor and spouse

The Mayor of Richmond and spouse
(Dinner is in Richmond)

The Speaker of the House and spouse

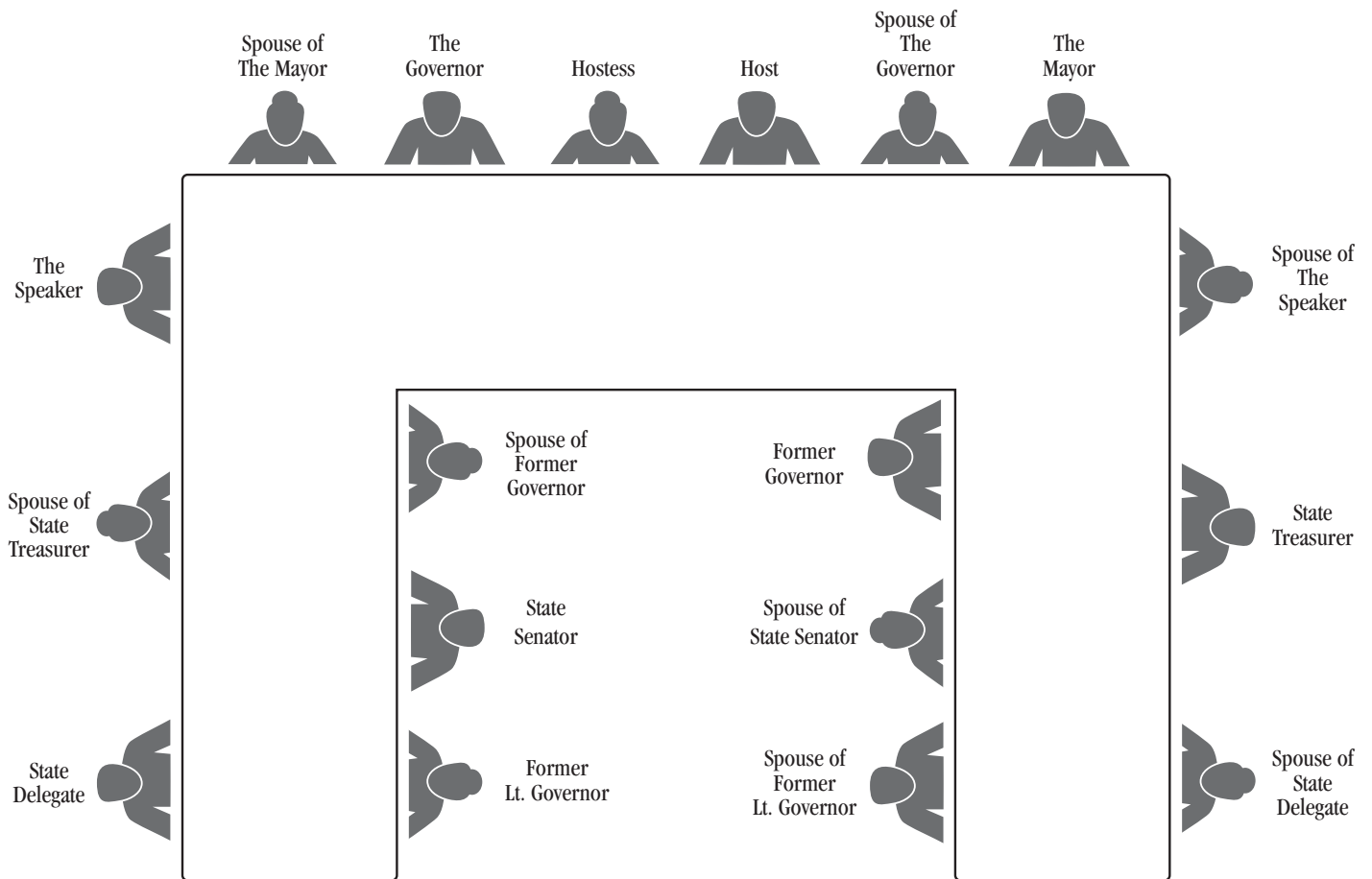
A former Governor and spouse

The State Treasurer and spouse

A State Senator and spouse

A State Delegate and spouse

A former Lt. Governor and spouse



Special Events

When mixing federal, state, and local officials, official rank and sound reasoning determine precedence. The purpose of the function must also be taken into consideration.

If the order of precedence is being used to make table arrangements, the host and hostess assume a new position in seating.

A mayor of a large city might be placed after a U.S. Senator or member of the U.S. House of Representatives. However, if the event were being held in the Mayor's city, only the Governor, the U.S. President, or the U.S. Vice President would outrank him. One protocol book suggests that Lieutenant Governors in their own states equate to a Deputy or Under Secretary of an executive department on the federal level.

Example 1

The Governor of Virginia is hosting a dinner at a Governor's Conference in Williamsburg, Virginia. An event of this nature is generally considered more of a national event than a state event, and federal precedence is applied. Attending are: a member of the U.S. Senate from Virginia, 12 other southern governors, the Lieutenant Governor of Virginia, a Virginia State Senator, two members of the Virginia House of Delegates, the Mayor of Williamsburg, and a member of the Williamsburg City Council.

Their ranking would be:

Governor of Virginia
Mayor of Williamsburg
Member of the U.S. Senate from Virginia
Governors in order of states' admission to the Union
Virginia Lieutenant Governor
Virginia State Senator
Members of the Virginia House of Delegates*
Member of Williamsburg City Council

** If two members of a house of the Virginia General Assembly rank equally, they may be seated alphabetically.*

The highest-ranking man usually sits at the right of the hostess and the wife of the highest-ranking man sits at the right of the host for unofficial occasions. However, when seating according to true precedence, the highest-ranking man is seated at the right of the hostess and the highest-ranking woman (who may not be the wife of the highest-ranking man) is seated at the right of the host. The second ranking man is seated at the left of the hostess and the second ranking woman at the left of the host.

Example 2

A corporation located in Richmond hosts a dinner held in Richmond, Virginia. Attendees are: the Mayor of Richmond, the Mayor of Norfolk, the U.S. Secretary of Education (the guest speaker), the Speaker of the Virginia House of Delegates, a Virginia Congressman (not from Richmond), a member of the Richmond City Council, a member of the Prince William County Board of Supervisors, and the Chairman of the Board of Supervisors of Fairfax County.

Their ranking would be:

Mayor of Richmond
U.S. Secretary of Education
Virginia Congressman
Speaker of the Virginia House of Delegates
Mayor of Norfolk/Fairfax County Board Chairman
Member of Richmond City Council/Member of
Prince William County Board of Supervisors

(If the dinner were in honor of the Norfolk Mayor or if he were the host, he would be seated in a higher position at the table. The Mayor and the Chairman are ranked equally. The Council Member and the Board Member are also ranked equally.)

Place Cards

For seated occasions of more than eight people, place cards eliminate confusion and provide identification. Place cards should be simple, as they are not intended to be a decoration but to serve a practical purpose. Names should be clearly legible.

The names are usually written as you would introduce one guest to another, e.g. Mr. Randolph, Commander Brown, or Mrs. Williams. However, certain dignitaries are so important that their place cards are written by title alone. Their position is usually of the sort that only one person at a time can hold, e.g. The President, The Vice President, The Attorney General, The American Ambassador, The Governor, etc. Other notables have their names in addition to titles, e.g. Justice Fair, Senator Essex, etc.

For spouses of officials, the place cards are simply written **Mrs. (or Mr.)** Tait; titled women are given their titles, as "Duchess of Windsor" or "Lady Gloria Glover." (See also Forms of Address)

Precedence to Dining Room

At a formal dinner at the Executive Mansion, the Governor leads the way into the dining room, escorting the highest-ranking guest of the opposite sex. The Governor's spouse and his or her escort enter last.

At a large, public, official function, the host escorts the highest-ranking female guest, followed by the hostess and the guest of honor. These two couples lead the way to dinner. If the guest of honor is a woman, the host escorts her to dinner first. They are followed by the hostess and the highest-ranking male guest. The hostess and the guest of honor lead the way only if the guest of honor is extremely high ranking.

Toasts

Ceremonial toasts require advance planning by the host who should consider the occasion, the guest of honor, and the country of the latter. There are times when toasts are expected and other times when a short welcoming speech to the honored guest is more appropriate. When ceremonial toasting is to occur, the

subject and sequence should be made known to the ranking foreign guest who will respond to them. Some reference to the guest's country is usually made.

Toasts are usually offered with champagne or dessert wine during or after the dessert course.

A guest being toasted does not drink and remains seated. Everyone present, without rising, drinks the general toast "To your health." The general format for a toast to a chief of state is "His Excellency, The President of the French Republic."

Toastmaster

The chairman, toastmaster, or master of ceremonies sits at the center of the most prominent table.

After the dessert is served, the toastmaster rises and makes a few remarks ending with a reference to the first speaker. The toastmaster then introduces the speaker by saying, "It gives me great pleasure to introduce Dr. Marvin Blackburn."

Foreign Visitors

Many foreign visitors come to Virginia to meet with the Governor and state officials or to attend various conferences or special events. It is important that the host is familiar with the customs of the visitor's particular country; what gifts, food, and activities are appropriate; the proper form of address; what gestures that are common to an American really mean in the visitor's country; and any other bits of information that will make both the host and the visitor more comfortable during the visit.

It would entail extensive narration to address these aspects for the many countries represented by visitors to Virginia. It is more practical to provide several resources that the host could use to determine the best way to conduct business and entertain a guest from a particular foreign country. The following resources will most likely lead to others that will be helpful:

Axtel, Roger E. *Do's and Taboos of Hosting International Visitors*. New York: John Wiley & Sons, 1990.

Axtel, Roger E., ed. *Do's and Taboos Around the World*. 3rd Edition. Compiled by The Parker Pen Company. New York: John Wiley & Sons, 1993.

Morrison, Terri, Wayne A. Conway, and George A. Borden. *Kiss, Bow or Shake Hands: How to Do Business in Sixty Countries*. Holbrook, MA: Bob Adams, Inc. Publisher, 1994.

Culture Shock: A Guide to Customs and Etiquette: (A series of individual books by various authors on 50+ specific countries.) Portland, OR: Portland Graphic Arts Center Publishing Company, 1990s.

Post, Peggy and Peter Post. *Emily Post's, The Etiquette Advantage in Business, Personal Skills for Professional Success*. 1st ed. New York: Harper Collins Publishers, Inc., 1999.

Nwanna, Gladson. *Do's and Don'ts Around the World: A Country Guide to Cultural and Social Taboos and Etiquette*. Baltimore, MD: World Travel Institute, 1998.

Axtell, Roger, ed. *The Do's and Taboos of Body Language Around the World*. rev. and enl. ed. New York: John Wiley & Sons, 1997.

Dresser, Norine. *Multicultural Manners: New Rules of Etiquette for a Changing Society*. New York: John Wiley & Sons, Inc. 1996.

2 INAUGURATION

The inauguration of a new Governor, Lieutenant Governor, and Attorney General is held on the first Saturday after the General Assembly Session begins in January of the year following the statewide election.

The inaugural activities on that day are prescribed by statute and tradition but also allow for some special requests by the Governor-elect. Until 1982, the swearing-in ceremony and parade reviewing stands were located on the South Portico of the Capitol Building. The ceremony was moved to the north side of the building in 1982 where more space was available for reviewing stands and spectators. Since that time, the Governor-elect has chosen whether to use the South Portico or north side of the Capitol for the ceremony. On one occasion, to allow more seating for the swearing-in ceremony, the swearing-in took place on the South Portico and the parade was reviewed on the north side of the building.

The Commonwealth Inaugural Committee appointed by the Governor-elect, Lieutenant Governor-elect, and Attorney General-elect is charged with planning the inaugural day activities. This includes: (1) developing and issuing the invitations and the programs, (2) choosing the participants in the parade, (3) developing a budget within the appropriation provided by the House of Delegates, (4) managing the guest lists for the activities of the day and evening, and (5) coordinating with state officials throughout the process.

Many executive, legislative, and judicial staff assist the staff of the Commonwealth Inaugural Committee to plan and execute inaugural activities.

- The House of Delegates and Senate appoint members just prior to the inauguration to serve on a Ceremonial Inaugural Committee to escort the incoming officials and their families to and during the day's activities.
- The Department of General Services installs the Official Party reviewing platform and stands for the public and news media, secures and sets up the sound system, provides sanitary facilities, and coordinates parking. They prepare the Governor's Office for the new Governor and his staff beginning at noon on the day of the inauguration to be ready for use the following day. They move the outgoing Governor and his family from the Executive Mansion and move the incoming Governor and his family into the Executive Mansion over that weekend.
- At the request of the Commonwealth Inaugural Committee, the Department of Military Affairs arranges for placement and firing of the cannon to honor the newly sworn in Governor with a 19-gun salute. It is traditional that the casing of the first shot fired be presented to the Governor. They also provide the jet flyby, if one is scheduled.
- Since the Speaker of the House of Delegates presides over the swearing-in ceremony, the Clerk of the House provides valuable information on the procedures, the finances, the traditions, and the many details of the day's activities.
- The Capitol Police provide security for the day's activities within the Capitol building and Capitol Square and transportation for members of the General Assembly, when requested.
- The Virginia State Police provide security for the dignitaries and the general areas surrounding the Capitol Square as well as transportation for the principals where needed.

The schedule of activities on the day of Inauguration may vary somewhat. Some incoming officials have requested a service at a downtown church. Some have had a Prayer Breakfast or an early morning reception for General Assembly members and invited guests. No matter what activity is chosen, the public swearing-in ceremony traditionally begins at 12 noon. Participants gather in different parts of the Capitol to organize for their entry onto the inaugural platform.

- The Ceremonial Inaugural Committee, dressed in formal attire, assembles in a House Room. The Committee proceeds by motorcade to where the Governor-elect, the Lieutenant Governor-elect, and the Attorney General-elect and their families have gathered and escorts them to the Capitol.
- Distinguished guests gather in the Old House Chamber.
- The members of the House and the Senate meet in their respective chambers and then the Senate joins the House of Delegates to convene a joint session in the House Chamber.
- The outgoing state officials and their family members assemble in the Old Senate Chamber.
- The incoming state officials, dressed in formal attire, and their families gather in a House Room and then move to the Old Senate Chamber.

Prior to any movement to the inaugural platform, it is traditional that the outgoing Governor meet with and present to the incoming Governor the keys to the Executive Mansion.

At the appointed time, the distinguished guests move to the platform followed by the outgoing state officials and their families. The Sergeant at Arms announces the arrival on the platform of the outgoing Governor and his family, the members of the Ceremonial Inaugural Committee, the Attorney General-elect, Lieutenant Governor-elect, and Governor-elect with their families and in that order.

When everyone is in place, the Speaker of the House begins the ceremony which is orchestrated by the Clerk of the House. The Governor-elect chooses the minister(s) to deliver the invocation and the benediction and any musical performer (singer or reader) or performance (band or orchestra) that is part of the ceremony. Each of the incoming officials selects the person who will administer his oath of office. It is required by statute that the person administering each oath be a member of the Virginia judiciary.

The oaths of office are administered to the Attorney General-elect first, then to the Lieutenant Governor-elect, and finally to the Governor-elect. At the conclusion of the oaths, there is a 19-gun salute by the National Guard and a jet flyby, if that has been requested. After the salute, the previous Governor and his family retire from the platform.

The newly sworn Governor addresses the assembled guests and signs procedural Executive Orders. The Joint Session of the General Assembly is adjourned and the parade begins.

After the parade, the First Family proceeds to the Executive Mansion. Some Governors have chosen to have public events at the Executive Mansion or in the Capitol on the afternoon of the inauguration or the following day. An Inaugural Ball is traditionally held in the evening. To accommodate the large number of people of various ages who wish to celebrate with the new Governor, Lieutenant Governor, and Attorney General, officials have requested that additional balls be held.

3 PLANNING FOR A VISIT TO OR FROM THE GOVERNOR

In the Governor's Office

Requests for office appointments with the Governor should be made in writing on letterhead, if applicable. Requests should be mailed, e-mailed, or faxed to the Governor's Office and should include:

- Subject to be discussed
- Those attending
- Time requirement
- Contact person and phone number

The Governor's Office confirms the time of the appointment and states any time constraints. Generally, confirmation of the appointment and any subsequent adjustments are made by telephone.

Should the Governor request the presence of additional people at the meeting and lead time allows, the visitor will be notified by phone of the Governor's decision.

Away from the Governor's Office

Events and situations involving the Governor flow more smoothly when everyone involved knows what is expected. The following procedures have proven satisfactory in planning for a gubernatorial visit:

- All invitations to the Governor should be made in writing, using letterhead of the individual or organization, if applicable.
- Although an immediate acceptance or decline may not be possible, invitations are acknowledged as soon as possible.
- All arrangements for a visit are confirmed one to two days before the event.

Host Responsibility

The host or hostess should provide the following information in the initial written letter of request:

- Sponsoring organization and/or person; type and size of audience; name, position, phone and fax numbers, and email address of contact person.
- Date, time, and exact location (town, street, building).
- What is expected of the Governor (speech, dinner, receive/give gift, unveil plaque, etc.).
- Speech topic, if not optional, and time allotted.

- Information on whether the First Lady is included and what she is to do (required or optional) if she is included.

When the Governor accepts the invitation, the following information should be provided at least one week prior to the event:

- Directions to area (including any special entrance and parking designated for Governor's car).
- Name and title of person meeting the Governor and the exact place of meeting.
- A copy of the distributed invitation to the event, if applicable.
- Name and title of person introducing the Governor.

(It is customary in Virginia for everyone to stand when the Governor enters a room or when he rises to speak, as a show of respect for the Office.)

- A copy of the program, if available, or an outline of the planned agenda.
- The guest list, if available and practical (based on the size of the event).
- An invitation or attendance list of elected officials (should the full guest list not be available or practical).

Office Responsibility

When the Governor accepts an invitation, the Governor's Office provides the person in charge of the event with as much information regarding the Governor's plans and needs as possible. This includes:

- Times and sites of arrival and departure, method of transportation.
- Composition of the Governor's official party.
- Any special needs that might exist such as light on the podium, arrangements for security or support staff, or supplemental transportation.

The Governor's security will visit the site at least one day prior to the event to become familiar with the area and plans surrounding the Governor's participation. Should lodging be required, the Governor's staff will make those arrangements.

4 TRADITIONAL EVENTS AT THE EXECUTIVE MANSION

Some social events are held at the Executive Mansion at such regular intervals as to become almost traditional. These functions are held at the discretion of the Governor as many conditions determine whether the functions should be modified or eliminated.

Events that have been held fairly regularly over the past years are:

1. A formal reception for the members of the General Assembly, the Clerk of the House of Delegates, the Clerk of the Senate, state agency heads, and spouses. This reception is primarily scheduled during the long legislative sessions rather than the short ones.
2. A Coffee or tea for spouses of the members of the General Assembly and the Governor's Cabinet. Spouses of state officials have been included here or have been invited to a separate function specifically for them.
3. An event for the Pages of the House of Delegates and the Senate. Over the years, this has taken the form of a breakfast or an informal dinner.
4. A dinner for the Justices of the Supreme Court and their spouses. This is usually a black tie event.
5. A Christmas Party for members of the Governor's Office staff and their spouses.
6. An Open House is often held during selected legislative sessions for staff in the General Assembly.
7. Mansion Tours and Open Houses. The Executive Mansion is open to the public for prearranged and scheduled tours. Requests for tours are managed by the Mansion staff.

In addition, when Open Houses are held during special seasons of the year, such as Christmas and Garden Week, visitors may come to the Mansion on the days and hours scheduled.

5 STATES' INFORMATION

Order of Entry into the Union

Alabama	December 14, 1819	22	Montana	November 8, 1889	41
Alaska	January 3, 1959	49	Nebraska	March 1, 1867	37
Arizona	February 14, 1912	48	Nevada	October 31, 1864	36
Arkansas	June 15, 1836	25	New Hampshire	June 21, 1788	9
California	September 9, 1850	31	New Jersey	December 18, 1787	3
Colorado	August 1, 1876	38	New Mexico	January 6, 1912	47
Connecticut	January 9, 1788	5	New York	July 26, 1788	11
Delaware	December 7, 1787	1	North Carolina	November 21, 1789	12
Florida	March 3, 1845	27	North Dakota	November 2, 1889	39
Georgia	January 2, 1788	4	Ohio	March 1, 1803	17
Hawaii	August 21, 1959	50	Oklahoma	November 16, 1907	46
Idaho	July 3, 1890	43	Oregon	February 14, 1859	33
Illinois	December 3, 1818	21	Pennsylvania	December 12, 1787	2
Indiana	December 11, 1816	19	Rhode Island	May 29, 1790	13
Iowa	December 28, 1846	29	South Carolina	May 23, 1788	8
Kansas	January 29, 1861	34	South Dakota	November 2, 1889	40
Kentucky	June 1, 1792	15	Tennessee	June 1, 1796	16
Louisiana	April 30, 1812	18	Texas	December 29, 1845	28
Maine	March 15, 1820	23	Utah	January 4, 1896	45
Maryland	April 28, 1788	7	Vermont	March 4, 1791	14
Massachusetts	February 6, 1788	6	Virginia	June 26, 1788	10
Michigan	January 26, 1837	26	Washington	November 11, 1889	42
Minnesota	May 11, 1858	32	West Virginia	June 20, 1863	35
Mississippi	December 10, 1817	20	Wisconsin	May 29, 1848	30
Missouri	August 10, 1821	24	Wyoming	July 10, 1890	44

Governors and their Addresses

The most current resource for the names and addresses of the governors of the states and territories is the website for the National Governors' Association. That site is: www.nga.org.

Legislatures and their Addresses

The most current resource for the addresses of and information on the legislative bodies of the states and territories is the website for the National Conference of State Legislatures. That site is: www.ncsl.org.

6 VIRGINIA NAMES AND SYMBOLS

Names

Virginia

Virginia was named for Queen Elizabeth I of England who was known as the Virgin Queen.

The Commonwealth of Virginia

The term “commonwealth” derives from English government and is defined today as a state where the power is vested in the people. Virginia has been referred to as a “Commonwealth” since it gained independence from Great Britain. Virginia’s Constitution, adopted on June 29, 1776, stated that all commissions and grants would be issued in the name of the Commonwealth of Virginia and would bear the Seal of the Commonwealth.

The Old Dominion

In appreciation for Virginia’s loyalty to the crown, King Charles II of England named Virginia the “Old Dominion,” adding Virginia to his dominions of Ireland, Scotland, and France.

Symbols

Greater and Lesser Seals of Virginia

Virginia’s great seal was adopted by the Virginia Convention on July 5, 1776. Its design was the work of a committee composed of George Mason, George Wythe, Richard Henry Lee, and Robert Carter Nicholas. George Wythe, a classical scholar, was probably the principal author of the design, which took its theme from ancient Roman mythology.

The obverse side of the Great Seal depicts Virtue standing, in triumph, over Tyranny. Virginia’s motto *Sic Semper Tyrannis*, translated as Thus Always to Tyrants, appears at the bottom of the Seal.

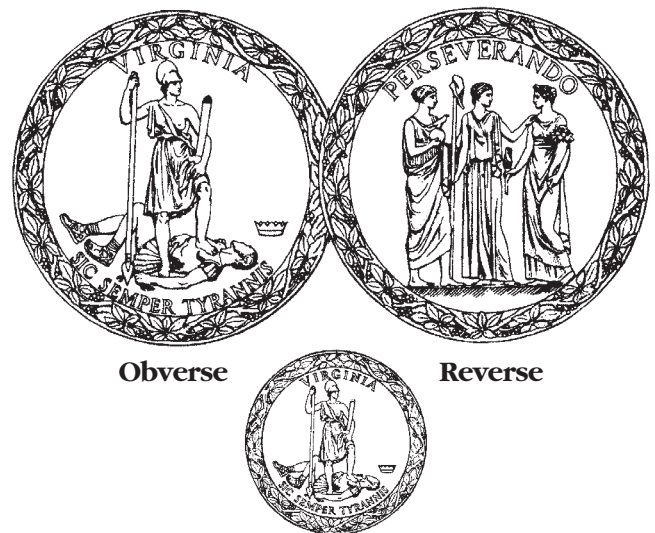
The reverse side of the Great Seal depicts (left to right) Eternity, Liberty, and Fruitfulness. The word “Perservando” across the top is translated as Persevering.

Both sides of the Seal are bordered by Virginia creeper.

The great seal shall be affixed to documents, signed by the Governor, which are to be used before tribunals, or for purposes outside of the jurisdiction of this State; and in every such case, except where the State is a party concerned in the use to be made of the document, the tax imposed by law on the seal of the State shall be collected and accounted for by the Secretary of the Commonwealth, as keeper of the seals.

The lesser seal shall be affixed to all grants for lands and writs of election issued by the Governor; to all letters of pardon and reprieve; and to all commissions, civil and military, signed by the Governor. The lesser seal shall also be affixed to all other papers requiring a seal and authorized to be issued by the Governor for the purpose of carrying the laws into effect within the Commonwealth. The lesser seal, when deemed necessary by the Secretary of the Commonwealth, may be used as an authentication of the Secretary’s or the Governor’s official signature.

As stated in the *Code of Virginia*, § 7.1-31.1, “The seals of the Commonwealth shall be deemed the property of the Commonwealth; and no persons shall exhibit, display, or in any manner utilize the seals or any facsimile or representation of the seals of the Commonwealth for nongovernmental purposes unless such use is specifically authorized by law.” Any use of the Seal of Virginia, including that of agencies and representatives of the Commonwealth, must be approved by the Secretary of the Commonwealth.



Lesser Seal of the Commonwealth

Senate Seal

§ 7.1-41 of the *Code of Virginia* directs that the Senate Rules Committee must approve any use of the Seal adopted by the Senate of Virginia. Such requests should be directed to the Clerk of the Senate.

Current and former members of the Senate of Virginia may use the Seal of the Senate. The Seal for current members should be gold, and the Seal for former members should be blue. The Seal should not be used for any commercial purpose. Improper use of the Seal is punishable by law.

State Song

The song “Carry Me Back to Old Virginia,” written by James A. Bland and adopted as the official song of the Commonwealth of Virginia at the 1940 Session of the General Assembly of Virginia, was retired in 1997 when it was designated as the official song emeritus. Because of its emeritus status, it is no longer played at state functions.

Emblems

Numerous emblems have been designated over the years as official representatives of Virginia and others are added periodically. A complete listing may be found in the *Code of Virginia* beginning with § 7.1-37.

7 STATE HOLIDAYS

The legal holidays to be observed by the people of Virginia are:

New Year's Day

The first day of January

Lee-Jackson Day

Friday preceding the third Monday in January

Martin Luther King, Jr. Day

The third Monday in January

George Washington Day

The third Monday in February

Memorial Day

The last Monday in May

Independence Day

The fourth day of July

Labor Day

The first Monday in September

Columbus Day and Yorktown Victory Day

The second Monday in October

Veterans Day

The eleventh day of November

Thanksgiving Day and the day following

The fourth Thursday and Friday next following in November

Christmas Day

The twenty-fifth day of December

Any other day so appointed by the Governor of Virginia or the President of the United States.

Joint Session

State of the Commonwealth Address

The Virginia Constitution, Article V, § 5, states “The Governor shall communicate to the General Assembly at every regular session the condition of the Commonwealth, recommend to its consideration such measures as he may deem expedient . . .”

The Governor traditionally addresses the Joint Session of the Senate and the House of Delegates on the opening day of the General Assembly which, as prescribed by the Constitution of Virginia, meets annually on the second Wednesday in January.

Schedule

Several weeks prior to the opening session, the Clerk of the House informally contacts the Governor’s Chief of Staff and the Clerk of the Senate to discuss an appropriate time. The Speaker of the House then consults with the Governor and the President of the Senate to confirm the proposed time. The time of the Governor’s Address is then set forth in a Procedural Resolution.

Procedure

The first formal invitation to the Governor to speak to the General Assembly is through a House Joint Resolution resolving to meet in Joint Session to receive the Governor of Virginia and such communication as he may desire to make.

At the fixed hour for the meeting of the Joint Assembly, the President of the Senate, the President Pro Tempore of the Senate, the Clerk of the Senate, and the Senators proceed to the Hall of the House of Delegates. The Sergeant at Arms announces the arrival of the Senate to the Speaker of the House, and the Delegates stand to receive the members of the Senate. The Senators generally sit in proximity to their corresponding Delegates. The President of the Senate sits on the Speaker’s right and the President Pro Tempore sits on the Speaker’s left. Once all members are seated, the Speaker, presiding as President of the Joint Assembly, calls the Joint Assembly to order.

The Senate Clerk calls the roll of the Senate in alphabetical order and announces that a quorum is present. The members of the House register their presence on the electronic voting board.

Guests

It is traditional for the spouse of the Governor, the Supreme Court Justices, the State Corporation Commission Judges, the Attorney General, two special guests of the Governor, the Governor’s Cabinet Secretaries, and the Governor’s Chief of Staff and Counsel to be seated just below the speakers platform in an area referred to as the “well.” The Clerk of the House reserves seating for these individuals and also arranges for additional seating to accommodate the members of the Senate and other guests.

Limited seating is available on the floor of the Chamber for staff members of the Governor, the Attorney General, and the Lieutenant Governor as well as guests of House and Senate members on the floor of the Chamber.

Spouses of the Lieutenant Governor, the Attorney General, the President Pro tempore of the Senate, and the Speaker of the House as well as additional staff members in the Governor’s Office, the House of Delegates, and the Senate are seated in the gallery of the House Chamber.

All participants who have been designated for introduction when entering the Chamber and have been assigned seating in the well of the Chamber assemble in the Old House Chamber to be placed in the proper order of entry. The Sergeant at Arms announces their arrival in the prescribed order into the Chamber as a group (e.g. Supreme Court Justices, Corporation Commission Judges, etc.) or individually (e.g. Attorney General, Governor’s Secretaries, etc.) Once announced, they are escorted to their seats in the Chamber and await the announcement of the Governor’s arrival.

Notifying the Governor

The Joint Assembly adopts a resolution that the President of the Joint Assembly appoint a committee of House and Senate members to notify the Governor that the Joint Assembly is duly organized and would be pleased to receive him and any communication he may desire to make. The committee then escorts the Governor to the House Chamber.

Entering and Leaving the Chamber

When the committee arrives at the door with the Governor, the Sergeant at Arms steps forward from the back of the Chamber, gains the attention of the President of the Joint Assembly, who recognizes the Sergeant at Arms who announces “Mr. President, the Governor of

Virginia.” Traditionally, the Governor comes down the center aisle as the Assembly stands and applauds. He approaches the podium from the left or right side (his choice) and is seated behind the Clerk’s desk. He is introduced by the President of the Joint Assembly and makes his address from the Clerk’s desk, directly in front of the Speaker’s seat. The Clerk of the Senate and the Deputy Clerk of the House sit at the Governor’s right and the Clerk of the House and the Deputy Clerk of the Senate sit at the Governor’s left. No other individuals occupy the podium.

Following the address, those attending the Joint Assembly rise and applaud as the Governor leaves the podium from the opposite side on which he entered. The Governor greets each of his own personal party and proceeds up the center aisle and out of the Chamber. The Governor’s family member(s) proceed directly behind him. All other guests in the Chamber and in the balcony are requested to remain in place.

The President of the Joint Assembly calls the session back to order and calls upon a previously selected senator who moves that the Governor’s speech be printed as Senate Document 1. Another previously selected senator is called upon to move that the Joint Assembly be adjourned, and a voice vote adjourns the session. House members, all guests, and the media remain in place until the Senate departs.

The Senate returns to its own Chamber to adjourn. The House adjourns, and all guests and media may leave.

Commemorative Sessions

The House of Burgesses first met in a wooden church at Jamestown in 1619. In 1699 the capital was moved to Williamsburg and the Burgesses met in the Capitol building. The Virginia Constitution of 1776 confirmed the bicameral legislature, naming the two houses the House of Delegates and the Senate. Together the two houses are referred to as the General Assembly of Virginia. In 1780 the seat of government was moved to Richmond, but it was not until 1788 that the legislative bodies were able to meet in the newly constructed Capitol.

In 1934 reconstruction of the first capitol at Williamsburg was completed. Colonial Williamsburg invited the General Assembly to convene a commemorative session. The General Assembly issued a Joint Resolution accepting the invitation, and since that time has held regular commemorative sessions every four years. The Joint Commemorative Session is conducted in a fashion similar to joint sessions of the General Assembly held today.

Guests invited to attend the session may include, but are not limited to, Virginia’s elected officials, the justices of the Supreme Court, former governors of Virginia, Colonial Williamsburg Foundation officials, Virginia members of the United States Congress, state officials, and local officials. Guest speakers have included governors, members of Congress, federal and state officials, foreign dignitaries, ambassadors, educators, historians, and even one president of the United States. Their topics usually encompass a historical theme.

Adjournment Sine Die

At the closing session of the General Assembly, the House informs the Senate that it is ready to adjourn sine die by communication of an adopted House Joint Resolution. The resolution states that a committee comprised of members of the House of Delegates and the Senate will be appointed to inform the Governor that the current Session of the General Assembly is ready to adjourn sine die and to ask if the Governor has any communication to make.

The group proceeds to the Governor’s Office to deliver the communication. The Governor then thanks the Committee and sends his communication, which is read or distributed by the House and Senate Clerks to members of their respective bodies.

9 CAPITOL SQUARE

The Division of Engineering and Buildings of the Department of General Services, under the direction and control of the Governor, shall have control of the Capitol Square, excepting those areas under the control of the General Assembly, the public grounds, and all other property at the seat of the government not placed in the specific charge of others. The Director shall have no control nor responsibility with respect to the old and new Senate chambers, the

old and new halls of the House of Delegates, the Rotunda, the offices of the Clerks of the Senate and the House of Delegates, the legislative committee rooms, the enrolling office, or any other area specifically designated as legislative space. These spaces are the responsibility of the Clerks of the Senate and the House of Delegates.

10 FLAG CEREMONIES

United States Flag

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness. It should not be displayed on days of inclement weather, except when an all weather flag is displayed. The flag should be hoisted briskly and lowered ceremoniously.

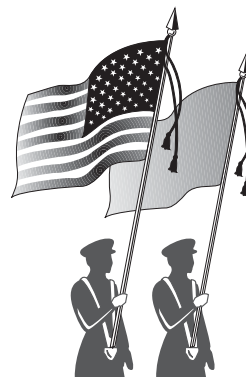
The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veteran's Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.

The flag should be displayed daily on or near the main administration building of every public institution, in or near every polling place on election days, and during school days in or near every schoolhouse. The flag should never be displayed with the union down except as a signal of dire distress. It should never touch anything beneath it — the ground, floor, water, or merchandise. It should never be carried flat or horizontally, but always aloft and free.

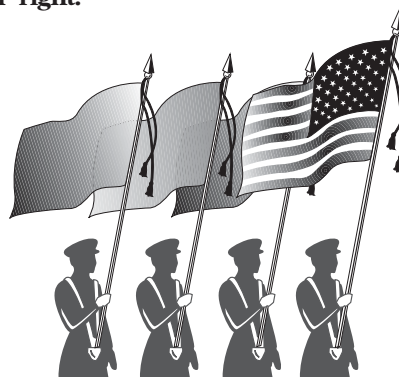
In order that no disrespect is shown to the flag of the United States, the flag should not be dipped to any person or thing. Regimental colors, state flags, and organizational or institutional flags are to be dipped as a mark of honor.

When used in connection with the unveiling of a statue or monument, the flag should form a distinctive feature during the ceremony, but the flag itself should never be used as the covering for the statue.

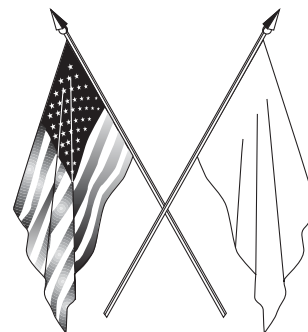
Dry cleaning a soiled flag is not prohibited, but when it is in such condition that it is no longer a fitting emblem for display, it should be destroyed in a dignified manner, preferably by burning. Many veterans' and scouting organizations collect tattered flags for ceremonial



The flag, when carried in a procession with another flag or flags, should be on the marching right; that is, the flag's own right.



If there is a line of other flags, it should be carried in front of the center of that line.



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

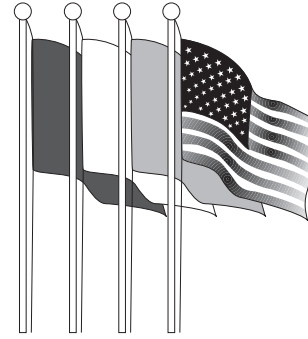


The flag should be at the center and highest point of the group when a number of flags of States or localities or pennants of societies are displayed from staffs.

burning. If burning is not an option, some have suggested that it be shredded.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present except those in uniform should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove the headdress with the right hand holding it at the left shoulder, the hand being over the heart. Aliens should stand at attention. The salute to the flag in the moving column should be rendered at the moment the flag passes.

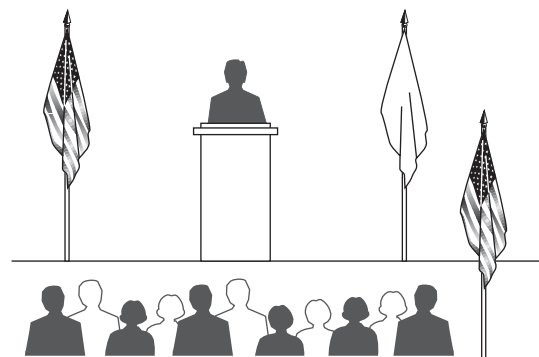
When flown at half staff, the flag should be first hoisted to the peak for an instant and then lowered to the half-staff position. It should be raised to the peak before it is lowered for the day. Only the President of the United States and governors of states, territories, or possessions of the United States have the authority to lower the United States flag to half-staff.



The flag of the United States should always be at the peak if flown with other governmental flags or flags of societies. When flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height, and the flags should be of approximately equal size. The United States flag is at the far right, the flag's right, and is hoisted first followed by the flags of the other nations in alphabetical order.



The flag should never be used to cover or drape a speaker's stand or platform. Bunting is used for this purpose and is hung with the blue stripe at the top, the white in the middle, and the red at the bottom. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.



When displayed from a staff and placed on the platform with the speaker, the flag should occupy the position of honor and be placed at the speaker's right as he faces the audience. Any other flag so displayed on the platform should be placed at the speaker's left as he faces the audience. If the U.S. flag is displayed at the audience level, the audience becomes prominent and the flag is positioned at the audience's right.

Use of Flag for a Funeral

The Flag Code does not prohibit use of the U.S. flag on the casket of any American citizen, but it is usually reserved for the following:

President or Vice President of the United States or former office holders

Cabinet Members appointed by the President or former office holders

Members of active military

Honorably discharged veterans

Retired military personnel

Flag Display on an Automobile

The staff should be fixed firmly to the chassis or clamped to the right front fender of the vehicle.

Flag Display in Parade or Program

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. When displayed with the United States flag, the foreign flag assumes the second position in line. The foreign nation's flag would precede the state or city flag, except when the state or city is the host to the foreign visitor. When the state is hosting, the state flag assumes the second position of honor, the visiting foreign dignitary's flag assumes the third position, and the city flag assumes the fourth position.

The order of precedence for flags is:

The United States flag

The flags of foreign countries
(usually displayed in alphabetical order)

The United States President's flag

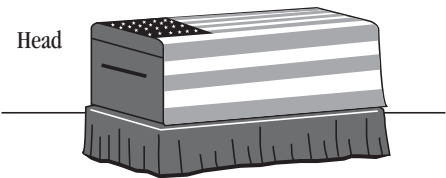
State flags
(either in order of admission to the Union or in alphabetical order)

Military flags

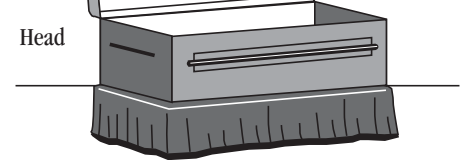
Personal flags by order of rank

(Other territorial flags may be flown in the order presented after the state flags. These are District of Columbia, Commonwealth of Puerto Rico, Guam, American Samoa, and Virgin Islands.)

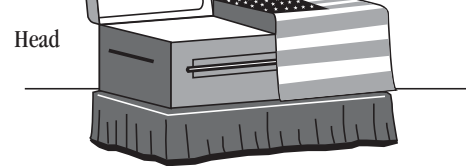
Closed Casket



Open Casket

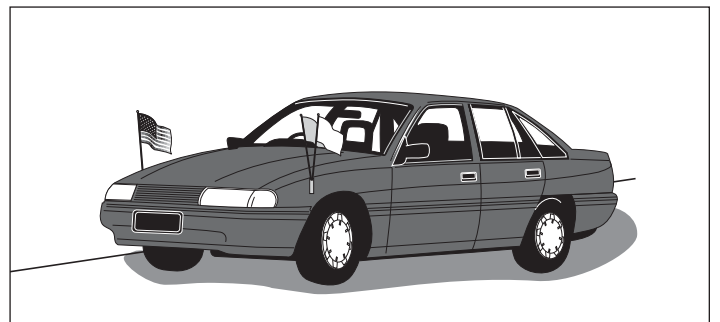


Half Closed Casket



(Striped section of flag folded under to shorten length.)

The flag is placed on a closed casket with the union at the head and over the left shoulder of the deceased. When the casket is totally open, the flag is folded to the shape of a cocked hat and placed in the lid at the left shoulder of the deceased. If the lid is closed over the lower half of the remains, the flag is folded and draped in the same relative position as for a closed casket. It should not be lowered into the grave or be allowed to touch the ground. It may be given to the nearest of kin during the service.



The United States flag commands the position of honor; i.e. the highest elevation which is always the honor point regardless of its relative position from right to left. If all flags are on the same elevation, then the honor point is the right-hand position, considered to be the flag's own right as to the directional facing. If mounted on the front fenders, the United States flag would fly freely on the right-front fender as you sit in the driver's seat. Other flags may be displayed from a multiple holder on the left-hand front fender or on the right-hand front fender with the United States flag at the honor point.

Virginia Flag

As directed by the *Code of Virginia*, § 7.1.35, it is the responsibility of the Director of the Division of Engineering and Buildings that during the sessions of either house of the General Assembly, the flag of the Commonwealth shall be kept raised over the Capitol or other place of session.

§ 22.1-133 of the *Code of Virginia* states that displaying the flags of the United States and the Commonwealth at each public building within the Commonwealth is authorized and encouraged. Further, a Virginia flag shall be furnished by the Commonwealth for each new public school upon written request to the Governor by the local school board having jurisdiction. Such a request should be accompanied by a statement from the local school board that it will furnish and maintain a flagstaff or pole, and the ropes, pulleys and other equipment needed for flying the flag.

The flag of the Commonwealth may be flown on the same flagstaff or pole as the flag of the United States and immediately thereunder. If a separate flagstaff or pole is provided for the flag of the Commonwealth, such flag shall be flown to the immediate left of the flag of the United States.

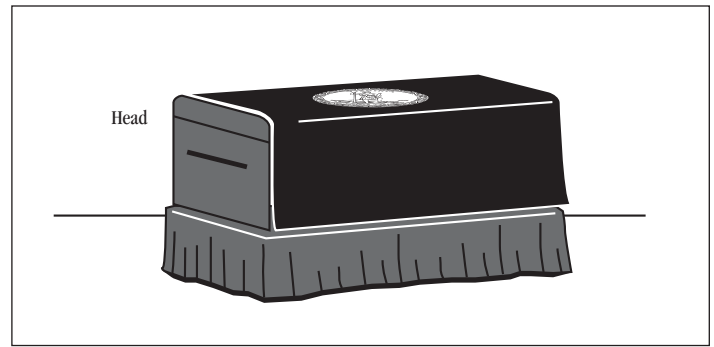
Virginia State flags may be purchased from the Division of Purchases and Supply of the Department of General Services in Richmond, Virginia.

There are no prescribed guidelines either in the *Code of Virginia* or in practice for disposal of the Virginia flag. Therefore, it is suggested that the guidelines for disposal of the United States flag be followed, if possible. With any method, disposal should be carried out in a respectful manner.

Use of the Virginia Flag for a Funeral

There is nothing in the *Code of Virginia* relative to draping a casket with the Virginia flag. Based on usage of the United States flag for this purpose, the following guidelines are suggested.

At the request of the family and provided by the family or friends of the deceased, the Virginia state flag may be used on the casket of current or former statewide elected officials, members of Congress or the General Assembly, state law enforcement personnel, and members of the Virginia National Guard. It may also be used at funerals of local law enforcement personnel or state employees when killed in the line of duty.



Placement of State Flag over Casket

As with the United States flag, it should not be lowered into the grave, and it may be presented to the next of kin during the service.

Occasions for Flying the State Flag at Half-Staff

When flying a flag at half-staff, it should first be raised to its peak and then lowered to half-staff. Before lowering it for the day, it should first be raised to its peak and then lowered.

The State flag shall be flown at half-staff:

- On May 30 - Memorial Day. On this day the State flag is displayed at half-staff until noon only, then raised to the top of the staff.
- Thirty days from the day of death of the Governor, Governor-elect, or a former Governor of the Commonwealth of Virginia.
- Fifteen days from the day of death of the Lieutenant Governor, Lieutenant Governor-elect, Attorney General, Attorney General-elect, Chief Justice of the Supreme Court, President Pro Tempore of the Senate, Speaker of the House of Delegates, or member of Virginia's Congressional Delegation.
- Ten days from the day of death of a former Lieutenant Governor, Attorney General, Chief Justice of the Supreme Court, President Pro Tempore of the Senate, or Speaker of the House of Delegates.
- Five days from the day of death of an Associate Justice of the Virginia Supreme Court.
- The flag will be flown at the Capitol at half-staff from the day of death until sundown of the day of interment of a State Senator or a member of the House of Delegates who died in office.

- The flag will be flown at half-staff at the Capitol in the event of death of a member of the Governor's Cabinet or other State officials and former officials at the discretion of the Governor, and on such other occasions as ordered by the Governor, or in the absence of the Governor, the Secretary of Administration, or in the Secretary's absence, the Director of the Department of General Services.

The United States flag will remain at full staff except: (1) on any occasion when the flag of the United States is flown at half-staff by Federal statute or Executive Order or (2) by order of the Governor in the event of death of a present or former official of the government of the state. The Virginia flag will be flown at half-staff when the United States flag is flown in such a manner.

Any communications to be sent throughout the state in regard to flying the State flag at half-staff will be managed by the Division of Capitol Police in the following manner. Upon receipt of a written order from the Governor, the Capitol Police will notify the members of the Governor's Cabinet and selected state agencies at the seat of government (listing to be maintained by Capitol Police and shared with Cabinet Secretaries when administrations change). State agencies not contacted by the Capitol Police will be notified by their respective Governor's Cabinet member. The Capitol Police will notify local governments.

A decision to fly the flag or flags at half-staff throughout the State will be made known to the public by a press announcement from the Governor's Office.

All such orders to fly the State flag at half-staff will be issued by the Governor in written form indicating the occasion being observed, the flag(s) to be lowered (Virginia only or Virginia and United States), and the length of time the flag(s) should be at half-staff. In the absence of the Governor, the Secretary of Administration will issue such orders or, if the Secretary of Administration is absent, the Director of General Services shall issue such orders.

POW/MIA Flag

In § 2.2-3310.1 of the *Code of Virginia*, the General Assembly of Virginia recognizes members of the armed forces of the United States who were or still are prisoners of war or reported missing in action. To honor, remember, and observe the service and sacrifice of these individuals, the General Assembly directed that all agencies and institutions of the Commonwealth display the POW/MIA flag on public buildings on the following days:

Armed Forces Day
the third Saturday in May
Memorial Day
the last Monday in May
Flag Day
the fourteenth day of June
Independence Day
the fourth day of July
National POW/MIA Recognition Day
the third Friday in September
Veterans Day
the eleventh day of November

American/Foreign Anthems

Whenever the American Anthem is played, one stands and faces the music or the U.S. flag, if one is displayed. All present except those in uniform should stand at attention facing the flag with the right hand over the heart. Men and women in uniform should render the hand salute if outdoors; if indoors, they should stand at attention but not salute. Men not in uniform should remove the headdress with the right hand holding it at the left shoulder, the hand being over the heart. The positions described for all present should be held until the last note of music is played.

At a political dinner, the American Anthem is played after the head table guests have arrived at their places, but before they are seated. If there is a public toast to the President of the United States, the first stanza of the American Anthem is played after the toast.

When a high-ranking guest from another country is present, it is customary to play their national anthem as well. Technically, the foreign anthem should follow the American Anthem. As a courtesy, however, the foreign anthem is usually played first.

11 OFFICIAL PORTRAITS

Governor

While in Office

Any individual, agency, or organization that wishes to have a picture of a Governor while in office may make that request to the Governor's Office. The size and quality of the picture requested will determine if the picture is free of charge or must be acquired through a private vendor.

Leaving Office

A House Joint Resolution appoints a committee to contract for a portrait of each outgoing governor, to have it painted, appropriately framed, and hung in the Capitol. The committee consists of the Governor or his designee, the Speaker of the House of Delegates, the President Pro Tempore of the Senate, the Clerk of the House of Delegates, and the Clerk of the Senate. The Governor selects the artist to paint his portrait and works with the artist to have it completed. The General Assembly appropriates a sum sufficient for the costs of the artist, the frame, and the framing. The portrait is viewed by the Art and Architectural Review Board for their official review. This Board is charged with review of art that will become part of the state's art collection and will be displayed in buildings of the Commonwealth of Virginia.

An unveiling ceremony is arranged by the Governor's Office in concert with the Department of General Services. The portrait is hung just outside the entrance to the Governor's Office, draped, and unveiled to a group of staff, media, and special guests of the Governor.

Traditionally, portraits of the more recent governors are displayed along the balcony of the third floor of the Capitol building. When a portrait is rotated off the balcony, it usually is displayed in another part of the Capitol, the Executive Mansion, another state building, or housed with the state's art collection in The Library of Virginia.

Speaker of the House of Delegates

A House Resolution authorizes the current Speaker of the House to appoint a committee of Delegates and the Clerk of the House of Delegates to select an artist and supervise the painting of the former Speaker's portrait. The committee consults with the former Speaker to determine his choice of artist. The House appropriates the funding for the cost of the artist, the frame, and the framing. The portrait is hung in the House Chamber, and the oldest portrait is moved to another part of the Capitol, another state building, or housed with the state's art collection in The Library of Virginia.

After the portrait is hung, an unveiling ceremony is held prior to the beginning of the next House session, attended by the former Speaker, his invited guests, House members, and the media.

President of the Senate

A Senate Resolution authorizes the current President of the Senate to appoint a committee of Senators and the Clerk of the Senate to select an artist and supervise the painting of the former President's portrait. The committee consults with the former President to determine his choice of artist. The Senate appropriates funding for the cost of the artist, the frame, and the framing. The portrait is hung in the Senate Chamber, and the oldest portrait is moved to another part of the Capitol, another state building, or housed with the state's art collection in The Library of Virginia.

An unveiling ceremony is held prior to the beginning of the next Senate session, attended by the former President, his invited guests, Senate members, and the media.

12 OFFICIAL MOURNING FOR STATE OFFICIALS

In Virginia there is no official procedure for the period of mourning for state officials who die while in office. In such instances, matters have been handled in accordance with the wishes of those most concerned.

Statewide Elected Official

As records are sometimes urgently searched to determine how matters were handled in the past, the following summary of events for a period of mourning for a Lieutenant Governor who died in office may serve as a guide:

- The Governor proclaimed one week of mourning.
- All state flags were flown at half-staff during the period and all U.S. flags on state buildings were also flown at half-staff (also see flag ceremonies). The period of mourning was modified in 1974.
- All state offices were closed from 9:30 a.m. until 1:00 p.m. on the day of the funeral.
- On the day before the funeral, the body lay in state in the Rotunda of the State Capitol which was open to the public.

- At 9:30 a.m. on the day of the funeral, the Capitol was closed to the public. At 10:00 a.m. a service was held for invited guests of the family.
- The Governor, a close friend in the Virginia Senate, and the pastor of the church of the family participated in the services which concluded at 10:30 a.m.
- Speakers were set up to broadcast the service to the public assembled on the Capitol Square lawn at the South Portico.
- Following the memorial service, the body was moved to the church for the funeral service.

Member of the General Assembly

The House of Delegates and Senate have established a practice of draping in black for 30 days the desk of a member who died while in office and for 7 days the portrait of a former Lieutenant Governor. If the respective chamber is not in session, a memorial message is displayed on the voting board during the same period.

13 ELECTRONIC COMMUNICATION

With the proliferation of computers and electronic communication, questions arise regarding proper etiquette for electronic mail. Here are some aspects to consider when composing, sending, and replying to e-mail messages.

- The subject line should be brief and provide a clue to the contents of the message.
- Messages should be concise and to the point. Try to keep your messages to 25 lines or less.
- Text wrapping is not available to some people. Try to keep each line to 70 characters or less.
- If you include a salutation in the message, use one you would normally use in traditional written correspondence.
- E-mail is more conversational than traditional paper-based correspondence. However, people who do not know you will form an impression of you by reading your message. Think about what you need to say. Phrase it properly with acceptable grammar usage. Use punctuation only where it is necessary rather than scattering it about for emphasis.
- Keep your intended audience in mind and construct your message accordingly. Reread the message to make sure it is clear before you send it.
- Special characters, fancy fonts, and colors are not read the same by all machines. Avoid using them if possible.
- Some systems cannot accept attachments. Some systems cannot read non-text files. It might be wise to determine the capabilities of the recipient's system before sending attachments.
- Avoid abbreviations, jargon, and acronyms unless you are certain those in the e-mail conversation will understand what they are.
- Using symbols known as "smilies" or "emoticons" to express emotion is not recommended, as many people may not be able to interpret their usage. These symbols are read by turning one's head to the side, i.e. :- (for a frown.
- If you must add emphasis, you can (1) put an asterisk (*) before and after a word or short phrase, (2) capitalize the first letter of a word or the whole word (using uppercase letters is equivalent to shouting in e-mail messages so use them sparingly), or (3) add extra exclamation marks.
- Include your printed name, title, and contact information at the end of your message if the recipient does not know you well. The way e-mail addresses are written does not necessarily make it clear who is sending the message.
- If you get an e-mail response and wish to keep the conversation flowing, do not start a new e-mail message since this will lose the connectivity of the conversation. Simply reply and keep the exchanges together in the same message. However, you eliminate the need for the correspondents to review the entire exchange by using the symbol > and keying in enough information from the previous message to indicate to what your response is related.
- One of the advantages of e-mail is that it can save paper if one does not print every message. Make an effort to save electronic messages on your computer system and print only those that must be in print.
- Remember that no e-mail is private. Someone, somewhere probably has the ability to read every e-mail that is sent. E-mail system administrators, company monitors, and hackers can view the messages, and some messages could get misdirected. You have no control over what the recipient of your e-mail does with your message. Do not send an e-mail that you would not want to read in tomorrow's paper.
- E-mail messages are permanent even though you delete them from your computer. Someone with skill and knowledge can retrieve them from the system.
- E-mail is designed for convenience. Do not expect an immediate response.

Before electronic mail, correspondence, reports, and information were written on paper and were readily available to file and to create a historical recording on a subject. That historical recording is not assured with the proliferation of e-mail. Freedom of Information statutes should be followed to properly maintain and retain e-mail correspondence. Correspondents using e-mail for government business should consider this information from the Office of the Attorney General.

- A public record includes all writings and recordings... set down by mechanical or electronic recording... regardless of physical form or characteristics prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business.

- Using e-mail creates a record that will be available to the public under the Freedom of Information Act.
- E-mails need to be retained according to the Public Records Act administered by The Library of Virginia. This Act sets forth records retention and management guidelines. You cannot automatically delete e-mail messages when your conversation is completed. Answers to specific questions and subject information may be obtained from The Library of Virginia.

Electronic meetings are another means of communication that require guidelines. Electronic meetings are those transacted through telephonic, video, or other means of electronic communication. Only state governing bodies may hold electronic meetings. Political subdivisions and local governing bodies may not meet electronically under any circumstances.

The *Code of Virginia*, § 22-3708, sets procedures for electronic meetings, defined by the Freedom of Information Act as a gathering of three or more members of a public body while sitting physically.

- No closed meetings may be conducted electronically.
- A quorum of the public body must be physically assembled at one location. Other members may participate from remote locations.
- Notice must be provided at least 30 days in advance, unless it is an emergency meeting.
- All locations must be made available to members of the public, and all persons attending the meeting must have equal opportunity to address the public body.
- Minutes must be taken at all electronic meetings. In addition, an audio recording of a telephone meeting and an audio/visual recording of a video meeting must be made. The recording must be preserved for three years and be made available to the public.
- The Attorney General of Virginia has written an opinion that the use of e-mail by members of a public body does not constitute a meeting, and is thus permissible under the Freedom of Information Act, as it defines a meeting.
- § 2.2-3710 of the Freedom of Information Act was amended in the 2001 General Assembly Session to state that a member of a public body may separately contact other members of that same body in person, over the phone, or by e-mail as long as the contact does not constitute a meeting as defined by the Freedom of Information Act.
- The Freedom of Information Advisory Council issued an opinion that use of a listserve by members of a public body does constitute a meeting if used to discuss or transact public business. A “listserve” is defined as a list of e-mail addresses of people who subscribe to participate on the listserve. When an e-mail message is sent to the listserve, it is automatically delivered to the electronic mailbox of every user on the list.

Questions on the Freedom of Information Act and how it applies to the use of electronic communication may be directed to the Virginia Freedom of Information Advisory Council at 1-866-448-4100.

14 QUESTIONS AND ANSWERS

Q. Can anyone fly the Virginia flag or the United States flag at half-staff? When the flags over the State Capitol are flown at half-staff, should all Virginia and United States flags across the Commonwealth be lowered? Can the Virginia flag be flown at half-staff at the death of my grandfather who was in the army? If either the United States or the Virginia flag is lowered, how long does it stay down? Do the governing officials of a locality (i.e. mayor, board of supervisors) have authority to lower either the United States or the Virginia flags in their locality?

A. Only the Governor has the authority to order Virginia flags on public buildings be flown at half-staff. The President of the United States or the Governor of Virginia can authorize the United States flag be flown at half-staff on public buildings. The orders will indicate how long the flag(s) should remain at half-staff. When the United States and Virginia flags are at half-staff over the Capitol, it is because either the President of the United States or the Governor has authorized it. Flags over other public buildings in Virginia should be flown in the same manner. Local officials have the authority to lower their jurisdictional flags but not the United States and Virginia flags. Neither the President nor the Governor has authority over flags flown on private property. Therefore, it is up to the property owner when and if he/she lowers the flag(s).

Q. I would like to have a Virginia flag that has been flown over the State Capitol. How should I accomplish this? My son was a Page for the General Assembly, and I would like to secure a Virginia flag that has been flown over the Capitol to display at our home. How can I accomplish this?

A. Anyone may purchase a Virginia flag that has been flown over the Capitol by contacting the Governor's Office, a member of the General Assembly, or the Virginia Department of General Services. It is recommended that a Page make the request through a member of the General Assembly or the Clerk's Office of the legislative chamber in which he or she served.

Q. How can a military installation in Virginia get a Virginia flag to fly on its base?

A. An official on the military installation base may request a Virginia flag for use at that installation by contacting the Governor's Office.

Q. Is it appropriate for a military person in uniform or civilian clothes to salute the Governor? What response is expected from the Governor?

A. Members of the Virginia National Guard in uniform or civilian clothes and on duty would salute the Governor since he is their Commander in Chief. Personnel in the United States Armed Forces are not obligated to salute the Governor but might do so as a sign of respect. The Governor may return the military salute to acknowledge the respect shown to him, but the action is not required of him. However, the Governor should acknowledge the salute in some manner.

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