All contests shall be approved by the Board of Directors. The following procedures for implementing a new/additional contest(s) shall be followed:

1. A written proposal shall be submitted describing the need for the new/additional contest(s). The proposal must include the following:
   a. Contest description and parameters
   b. Rationale based on industry trends
   c. An estimate of the number of Career and Technical Education Programs and students to be served
   d. Demonstration of local support to organize, manage and judge the event
2. The written proposal must be submitted by October 1 of the school year in which the contest will be conducted.
3. The Board will review the proposal and approve, reject or request modifications to the proposal.
4. Notification of the contest must be sent to each chapter by January 10. The notification must include all contest rules and requirements. If the new contest is approved by National SkillsUSA. The SkillsUSA Championships Technical Standards will be used.
5. A nationally-approved contest may be added to the state conference by a majority Board vote.