## LEGALZOOM.COM, INC.

# CHARTER OF THE NOMINATING AND CORPORATE GOVERNANCE COMMITTEE OF THE BOARD OF DIRECTORS

### PURPOSE

The purpose of the Nominating and Corporate Governance Committee (the "Committee") of the Board of Directors (the "Board") of LegalZoom.com, Inc. (the "Company") is to:

- identify, review, evaluate and communicate with candidates qualified to become Board members or nominees for directors of the Board consistent with criteria approved by the Board;
- recommend to the Board the director nominees for the next annual meeting of stockholders;
- oversee the Company's corporate governance functions and develop, recommend to the Board and update as necessary a set of corporate governance guidelines applicable to the Company;
- oversee the Company's environmental, social and governance ("**ESG**") policies and practices;
- oversee the evaluation of the Board; and
- make other recommendations to the Board relating to the directors of the Company.

## COMPOSITION

The members of the Committee, including the chair of the Committee (the "*Chair*"), will be members of the Board appointed by, and will serve at the discretion of, the Board. Vacancies occurring on the Committee will be filled by the Board upon the recommendation of the Committee. Resignation or removal of a Committee member from the Board for any reason will automatically constitute resignation or removal from the Committee.

The Committee will consist of at least two members of the Board, and each member of the Committee will, as determined by the Board, satisfy (i) the independence requirements imposed by the Nasdaq Stock Market LLC ("Nasdaq") and (ii) any other qualifications determined by the Board.

# **AUTHORITY**

The Committee will have access to all Company books, records, facilities and members of senior management of the Company, as deemed necessary or appropriate by any member of the Committee. If the Committee concludes that it must retain legal, accounting or other outside advisors, it may do so and determine compensation terms for those advisors at the Company's expense. The Committee may also pay any ordinary administrative expenses it deems appropriate in carrying out its duties at the expense of the Company. The Committee will have authority to require that any of the Company's senior management or outside advisors attend any meeting of the Committee or meet with any member of the Committee or any of its advisors.

The Chair shall have the delegated authority to act on behalf of the Committee in connection with approval of the retention of director search firms (including negotiation and execution of their engagement letters) and as may otherwise be determined by the Committee. The Committee also may form and delegate

authority to one or more subcommittees consisting of one or more members of the Board (whether or not he, she or they are on the Committee) to the extent allowed under applicable law and the listing requirements of Nasdaq. By delegating an issue to the Chair or a subcommittee, the Committee does not surrender any authority over that issue. Although the Committee may act on any issue that has been delegated to the Chair or a subcommittee, doing so will not limit or restrict future action by the Chair or subcommittee on any matters delegated to it. Any action or decision of the Chair or a subcommittee will be presented to the full Committee at its next scheduled meeting. By approving this Charter, the Board delegates authority to the Committee with respect to these responsibilities.

## RESPONSIBILITIES

The Committee's responsibilities are for oversight, as described under "Purpose" above. The members of the Committee are not employees of the Company, and they do not perform management's functions. The Committee relies on the expertise and knowledge of management in carrying out its oversight responsibilities. The Committee shall have the following responsibilities; *provided, however*, that this list of responsibilities is intended to be a guide and to remain flexible to account for changing circumstances and needs. Accordingly, the Committee may depart from or supplement such responsibilities, and establish policies and procedures, to the extent permitted by applicable law and the listing requirements of Nasdaq. The Board will retain the right to act on all such matters without limiting the Committee's authority, subject to compliance with applicable law and the listing requirements of Nasdaq.

- 1. Director Candidates and Board Composition. The Committee will identify, review and evaluate director candidates consistent with the criteria, policies and principles set forth in the Corporate Governance Guidelines and any additional criteria determined from time to time by the Board. The Committee will periodically review, and recommend to the Board, the skills, experience characteristics and other criteria for identifying and evaluating directors, including consideration of the potential conflicts of interest, director independence and other requirements. The Committee will monitor and evaluate the composition, organization and size of the Board and recommend changes to the Board as necessary. The Committee will make recommendations to the Board regarding nominees for director at the next annual meeting of stockholders and nominees to be appointed by the Board as necessary to fill vacancies and newly created directorships. The Committee will, at least annually, review the independence of each current director and shall consider the results of such review when determining whether to recommend the nomination of such director for an additional term.
- 2. Board and Committee Self-Evaluation. The Committee will develop and oversee, at least annually, a self-evaluation of the Board and its committees to determine whether the Board and its committees are functioning effectively. As appropriate, the Committee will make recommendations to the Board for areas of improvement.
- 3. Board Committee Membership. The Committee will oversee the Board's committee structure and operations and will recommend that the Board establish special committees as desirable or necessary from time to time in order to address interested director, ethical, legal or other matters that may arise. The Committee will evaluate individual directors' interests and both current and prospective director independence, experience and any requirements imposed by applicable law and Nasdaq and recommend to the Board at least annually the chairmanship and membership of each committee.
- **4. Stockholder Communications**. The Committee shall periodically review and make recommendations to the Board regarding the Company's process for stockholder communications with the Board and make such recommendations to the Board with respect thereto as the Committee deems appropriate.
- 5. Review Possible Conflicts of Interest. The Committee shall consider possible conflicts of interest of officers and directors, as set forth in the Company's Code of Business Conduct and Ethics, review and make a determination regarding any requests for authorization for potential or actual conflicts

of interest from officers and directors, including reviewing, as necessary, any officer's request to accept a directorship position with another company, and make recommendations to the Board to prevent, minimize or eliminate such conflicts of interest.

- 6. Orientation and Continuing Education. The Committee may develop and implement with management an orientation process for new directors and may institute plans or programs for the continuing education of directors, as it deems appropriate.
- 7. Corporate Governance Guidelines. The Committee will develop and annually review and assess the adequacy of the Company's corporate governance guidelines and, as appropriate, will recommend any proposed changes to the Board for its consideration and approval.
- 8. Leadership Structure. The Committee shall regularly consider the Board's leadership structure, including the separation of the chair of the Board and Chief Executive Officer roles, whether the chair of the Board is also an employee director or a non-independent director, and/or the appointment of a lead independent director of the Board, and make such recommendations to the Board with respect thereto as the Committee deems appropriate. The Committee will discuss succession planning for the Board and key leadership roles on the Board and its committees.
- **9. Management Succession**. The Committee will review and evaluate with the Board and the Chief Executive Officer the succession plans for the Company's executive officers and make recommendations to the Board with respect to the selection of appropriate individuals to succeed these positions.
- 10. ESG Oversight. The Committee shall generally oversee the Company's ESG policies and practices and the assessment of any related risks, and make recommendations to the Company to further its ESG goals. The Committee may appoint and oversee the activities of an ESG Steering Committee, composed of leaders from across the Company and/or directors of the Company, to advance the Company's ESG goals.
- 11. Committee Self-Assessment; Charter Review. The Committee will annually evaluate its performance. The Committee shall also review and assess the adequacy of this Charter annually and shall recommend any proposed changes to the Board for its consideration and approval.
- **12. General Authority**. The Committee shall perform such other functions and have such other powers as may be necessary or appropriate in the discharge of any of the foregoing.

#### MEETINGS AND MINUTES

The Committee will meet as often as may be deemed necessary or appropriate, in its judgment. The Committee or the Chair will determine where and when to meet. Unless otherwise determined by the Committee or the Chair, each regularly scheduled meeting will conclude with an executive session that excludes members of management. The majority of the members of the Committee constitutes a quorum. The Committee will regularly, or when requested by the Board, report to the Board.

The Committee will maintain written minutes of its meeting and regularly report to the Board on its actions and recommendations. The Committee may act by unanimous written consent; when it does so, those actions will be filed in the minute book.

## **PUBLICATION**

The Company shall publish this charter on the Company's website.

Approved by the Board of Directors: November 14, 2023