

**BLACKLINE, INC.**

**CHARTER FOR THE NOMINATING AND**

**CORPORATE GOVERNANCE COMMITTEE**

**OF THE BOARD OF DIRECTORS**

Adopted by the Board of Directors as of May 10, 2017; Effective as of May 10, 2017; as  
Amended on February 13, 2019; as Amended on February 17, 2021;  
as Amended on February 15, 2024

**1. PURPOSE**

The Nominating and Corporate Governance Committee (the “**Committee**”) is a standing committee of the Board of Directors (the “**Board**”) of BlackLine, Inc. (the “**Company**”). The purpose of the Committee is to carry out the responsibilities delegated by the Board relating to the Company’s director nominations process and procedures, developing and maintaining the Company’s corporate governance policies and any related matters required by the federal securities laws. The Committee will review and make recommendations to the Board on matters concerning:

- corporate governance;
- Board composition;
- identification, evaluation and nomination of director candidates;
- the Code of Business Conduct and Ethics and requests for waivers thereof;
- Board committee structure and composition; and
- stockholder Board nominations and proposals.

In furtherance of these purposes, the Committee will undertake those duties and responsibilities listed below and such other duties as the Board may request.

To the extent there is a stockholders’ agreement to which the Company is a party (as such may be amended, restated, supplemented or otherwise modified from time to time) (the “**Stockholders’ Agreement**”) governing the composition of the Board, the Committee shall have the authority to take action to effectuate the requirements set forth in the Stockholders’ Agreement, including but not limited to acting appropriately to nominate individuals to serve as directors of the Board, to fill vacancies on the Board and to comply with such other matters as may be specified in such agreement. Nothing in this charter limits the rights or obligations of any party pursuant to any such Stockholders’ Agreement.

## **2. MEMBERSHIP**

### **(a) Composition**

The Committee members will be appointed by, and will serve at the discretion of, the Board. The Committee will consist of at least two members of the Board, one of whom will be appointed as chair. Each member will be an independent director in accordance with the stock exchange upon which its shares are listed (the “**Exchange Rules**”) and any other applicable rules.

### **(b) Meetings**

The Committee will establish its own meeting schedule and will meet at least once per year and at other times as it deems appropriate to fulfill its responsibilities. The Committee may meet with any officer, employee or other person in executive session as it deems advisable.

The Committee may invite to its meetings other directors, members of management, advisors and such other persons as the Committee determines is appropriate.

The Committee will maintain written minutes of its meetings, which will be filed with the Board meeting minutes. The Committee may act by unanimous written consent (which may include electronic consent) and copies of any actions taken by written consent of the Committee will be filed in the minute book. The Committee will regularly report to the Board on the actions and recommendations of the Committee.

## **3. RESPONSIBILITIES AND DUTIES**

The following responsibilities and duties of the Committee are set forth below as a guide to the Committee with the understanding that the Committee may alter or supplement them as it deems appropriate under the circumstances to the extent permitted by applicable law or Exchange Rules:

### **(a) Corporate Governance Generally**

(i) develop the Corporate Governance Guidelines and recommend adoption to the Board;

(ii) annually review and assess the effectiveness of the Corporate Governance Guidelines and recommend proposed changes to the Board;

(iii) develop and periodically review succession plan for the Chief Executive Officer and periodically report its findings and recommendations to the Board;

(iv) periodically review and recommend to the Board proposed changes to the Company’s certificate of incorporation and bylaws;

(v) review stockholder proposals relating to corporate governance and other matters and recommend to the Board the Company's response to such proposals;

(vi) provide oversight of management's responsibility for providing the Board and its committees with periodic educational updates relevant to the Board or its committees, as the case may be;

(vii) periodically review and assess the adequacy of this Charter and recommend any changes for approval by the full Board; and

(viii) annually assess its own performance.

**(b) Board Composition and Evaluation**

(i) oversee the Board evaluation process, including facilitating self-evaluations and conducting periodic evaluations of the performance of the Board as a whole, each Board committee (including the Committee) and each director;

(ii) periodically review the composition and size of the Board and make recommendations to the Board on the appropriateness of any changes;

(iii) periodically determine, and recommend to the Board, desired Board qualifications, expertise and characteristics, including such factors as business experience and diversity; and with respect to diversity, the Committee may consider such factors as differences in professional background, education, skill, race, ethnicity, gender, age and other individual characteristics, qualities and attributes that contribute to the total mix of viewpoints and experience represented on the Board;

(iv) evaluate the qualifications and performance of directors eligible for re-election consistent with criteria determined by the Board; and

(v) review and make recommendations to the Board on the appropriateness of removal of a director or continued director service.

**(c) Nomination Activities**

(i) establish procedures for the submission by stockholders of candidates for election to the Board and the Committee's review of candidates;

(ii) review proxy statement disclosure regarding the policies and procedures for the submission by stockholders of candidates for election to the Board and the Committee's review of candidates;

(iii) recommend the director nominees for election to the Board by the stockholders at the annual meeting of stockholders; and

(iv) identify, screen, consider and recommend candidates to fill new positions or vacancies on the Board, including candidates properly submitted by stockholders, consistent with criteria determined by the Board.

**(d) Board Committees**

(i) periodically review the composition of each Board committee and make recommendations to the Board for changes or rotation of directors, the creation of additional Board committees, any changes in committee charters, taking into account input of the Board committees, as applicable, or the dissolution of Board committees.

**(e) Board Relationship to Senior Management**

(i) periodically assess director access to management and management access to directors.

**(f) Ethical Standards and Conflicts of Interest**

(i) review actual and potential conflicts of interest of Board members and officers reporting under Section 16 of the Securities Exchange Act of 1934, other than related person transactions reviewed by the Audit Committee, and approve or prohibit any involvement of such persons in matters that may involve a conflict of interest or taking of a corporate opportunity;

(ii) retain and terminate, as appropriate, outside legal or other advisors to advise or assist the Committee in the performance of any of the responsibilities and duties set forth in this Charter; and

(iii) have sole authority to approve related fees and retention terms for any consultants and advisors retained by the Committee. The Company will provide the Committee with appropriate funding, as the Committee determines, for the payment of compensation to any consultant, outside counsel and other advisors as it deems appropriate, and administrative expenses of the Committee that are necessary or appropriate in carrying out its duties.

**(g) Corporate Responsibility and Sustainability**

(i) oversee the Company's program relating to corporate responsibility and sustainability, including environmental, social, and corporate governance matters.

**(h) Director Education**

(i) develop and oversee a Company orientation program for new directors and a continuing education program for current directors, periodically review these programs and update them as necessary.

**(i) Director Resignation**

(i) review any director resignation letter tendered, and evaluate and recommend to the Board whether such resignation should be accepted.

**4. DELEGATION**

The Committee may delegate authority to one or more directors or subcommittees or to members of management, to the extent permitted by applicable law and as the Committee deems appropriate.