

**CHARTER FOR THE CORPORATE GOVERNANCE AND  
NOMINATING COMMITTEE**

**OF THE BOARD OF DIRECTORS**

**OF**

**POLYCOM, INC.**

**PURPOSE:**

The Corporate Governance and Nominating Committee (the “Committee”) is a committee of the Board of Directors (the “Board”) of Polycom, Inc. (the “Company”). The purpose of the Committee is to review and make recommendations to the Board on matters concerning corporate governance, Board composition, evaluation and nominations, Board Committees and conflicts of interest. The Committee will undertake those specific duties and responsibilities listed below and such other duties as the Board may from time to time prescribe.

**MEMBERSHIP:**

The Committee shall consist of no fewer than three members of the Board. All members of the Committee shall be appointed and replaced by the Board, shall have no relationship to the Company or its affiliates that may interfere with the exercise of their independence, and shall otherwise be deemed “Independent Directors” as defined in the Nasdaq Stock Market, Inc. Marketplace Rules (the “Nasdaq Rules”).

The Board will designate one member of the Committee as its Chair.

**RESPONSIBILITIES:**

The Committee has the following specific duties:

*Corporate Governance Generally*

- Develop principles of corporate governance and recommend them to the Board for its consideration and approval;
- Review annually the principles of corporate governance approved by the Board to ensure that they remain relevant and are being complied with, and recommend changes to the Board as necessary;
- Recommend ways to enhance communications and relations with stockholders;
- Review periodically the succession planning for the Chief Executive Officer and other executive officers, report its findings and recommendations to the Board, and work with

- the Board in evaluating potential successors to these executive management positions;  
and
- Oversee compliance by the Board and its committees with applicable laws and regulations, including those promulgated by the Securities and Exchange Commission and the Nasdaq Rules.

*Board Composition, Evaluation and Nominating Activities*

- Oversee the Board evaluation process including conducting periodic evaluations of the performance of the Board as a whole and evaluating the performance of Board members eligible for re-election;
- Review the composition and size of the Board and determine the criteria for Board membership including issues of character, judgment, diversity, age, independence, expertise, corporate experience, length of service, other commitments and the like;
- Recommend the Director nominees for election to the Board by the stockholders at the annual meeting of stockholders;
- Identify, consider and recommend candidates to fill new positions or vacancies on the Board; in performing these duties, the Committee shall have the authority to retain and terminate any search firm to be used to identify Board candidates and shall have authority to approve the search firm's fees and other retention terms;
- Review any candidates for the Board recommended by stockholders in compliance with the Company's policies and procedures for consideration of Board candidates;
- Review the disclosure included in the Company's proxy statement regarding the Company's policies and procedures for the Committee's consideration of Board candidates;
- Evaluate director compensation, consulting with outside consultants and/or with the Human Resources department when appropriate, and make recommendations to the Board regarding director compensation;
- Review and make recommendations to the Board with respect to the Directors' Automatic Option Grant Program under the 1996 Stock Incentive Plan and any proposed amendments thereto, subject to obtaining stockholder approval of any amendments as required by applicable law or the Nasdaq Rules; and
- Make recommendations for continuing education of Board members.

### Board Committees

- Periodically review the charter and composition of each Board committee and make recommendations to the Board for the creation of additional Board committees or the change in mandate or dissolution of Board committees; and
- Recommend to the Board persons to be members of the various Board committees.

### Conflicts of Interest

- Review and approve the Company's Code of Business Ethics and Conduct;
- Consider questions of possible conflicts of interest of Board members and of corporate officers; and
- Review actual and potential conflicts of interest of Board members and corporate officers, and approve or prohibit any involvement of such persons in matters that may involve a conflict of interest or taking of a corporate opportunity.

In performing its duties, the Committee shall have the authority to obtain advice, reports or opinions from internal or external legal counsel and expert advisors.

The Committee may form and delegate authority to subcommittees when appropriate.

### **MEETINGS:**

The Committee will meet a minimum of two times a year. Special meetings may be convened as required. The Committee may invite to its meetings other Directors, Company management and such other persons as the Committee deems appropriate in order to carry out its responsibilities.

### **MINUTES:**

The Committee will maintain written minutes of its meetings, which will be filed with the minutes of the meetings of the Board.

### **REPORTS:**

The Chair of the Committee shall make regular reports to the full Board on the actions and recommendations of the Committee.