

# **UNITED COMMUNITY BANKS, INC.**

## **SHAREHOLDER NOMINATION & COMMUNICATION PROCEDURES**

### **I. Purpose**

The primary function of these procedures is to give shareholders of United Community Banks, Inc. (the "Company") an effective means of nominating individuals to the Board of Directors of the Company (the "Board") and of communicating with the Board.

### **II. Shareholder Nomination Process**

In order for a shareholder to nominate an individual to be a director of the Company, the nominating shareholder must provide the Company with timely and complete written notice of the individual to be nominated to the Company's Board of Directors. The Nominating/Corporate Governance Committee of the Board will consider all timely and complete nominations and, in its sole discretion, may or may not recommend them to the Board for nomination and inclusion in the Company's proxy statement.

In order to be considered timely, a nomination for the election of a director must be received at the principal executive offices of the Company no less than one hundred twenty (120) days before the anniversary date of the Company's proxy statement released to shareholders in connection with the previous year's annual meeting, if the election is to be at an annual meeting, or one hundred twenty (120) days before any other meeting date for an election to be held at any other meeting.

A shareholder nomination for director must set forth, as to each nominee such shareholder proposes to nominate:

- the name and business or residence address of the nominee;
- an Interagency Biographical and Financial Report (available from the Federal Deposit Insurance Corporation) completed and signed by the nominee
- the class and number of shares of common stock of the Company which are beneficially owned by the person;
- the total number of shares that, to the knowledge of the nominating shareholder, would be voted for such person; and
- the signed consent of the nominee to serve, if elected.

The notice by the nominating shareholders shall also set forth:

- the name and residence address of the shareholder; and
- the class and number of shares of common stock of the Company which are beneficially owned by the shareholder.

Nominations not made in accordance herewith shall be disregarded by the chairperson of the applicable meeting, and upon his or her instructions, the vote tellers shall disregard all votes cast for each such nominee.

### **III. Shareholder Communications**

In order for a shareholder to communicate with the Board of Directors or an individual director, the shareholder must write to the Investor Relations Department of the Company. Investors Relations shall provide such communications to the Chief Financial Officer and General Counsel of the Company to determine if the communications warrant the review of the Board or an individual director.

The correspondence of the shareholder shall also set forth:

- the name and residence address of the shareholder; and
- the class and number of shares of common stock of the Company which are beneficially owned by the shareholder.